



**NOTICE OF MEETING:** **HISTON & IMPINGTON PARISH COUNCIL**  
**TIME:** **7.30pm**  
**DATE:** **Monday 19<sup>th</sup> June 2023**  
**VENUE:** **Community Room, Recreation Ground**

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 Chelsea O'Brien – Clerk to Histon & Impington Parish Council  
14<sup>th</sup> June 2023

Members: 19 Quorum: 7

**AGENDA FRONT SHEET**

|                 | <b>** Refreshments served from 7pm**</b>   |  |
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| 21/021          | <b><u>To Co-Opt to Council</u></b><br>1 vacancy on Council   | <b>For<br/>Decision</b>                  |
| 23/022          | <b><u>To Receive and Approve Apologies for Absence</u></b>   |  |
| 23/023          | <b><u>To Receive Declarations of Interests and Dispensations</u></b><br><b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b><br><b>To receive</b> written requests for dispensations for disclosable pecuniary interests (if any)<br><b>To grant</b> any new requests for dispensation as appropriate |  |
| 23/024          | <b><u>Date(s) of next Committee Meetings</u></b><br>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 028 and calendar invites emailed to all  |  |
| 23/025          | <b><u>Public Participation</u></b><br>To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter   | <b>15 Mins</b>                           |
| 23/026          | <b><u>To Approve minutes of the meeting held 15<sup>th</sup> May 2023 attached</u></b><br><b><u>To Note Annual Parish Meeting Minutes for Histon and Impington 9<sup>th</sup> May 2023 attached</u></b>  | <b>For<br/>Decision<br/><br/>To note</b> |
| 23/027          | <b><u>Matters Arising from Previous Meetings</u></b> – <i>for information only</i><br><b><u>Actions List</u></b> - <b>attached</b><br>Any other Matters Arising to report  | <b>5 Mins<br/><br/>To note</b>           |
| 23/028<br>028.1 | <b><u>To Receive Reports</u></b> – <i>for information only</i><br><b><u>Monthly reports</u></b> from County and District Councillors – <b>attached</b>   | <b>10 Mins</b>                           |

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| 028.2  | <b>Clerk's Report</b> – <u>attached</u> including item for decision: <b>To agree to purchase item/gift up to £200 for the newly opened Early Years Centre Forest School</b>  | <b>For Decision</b> |
| 028.3  | <b>Chair's Report</b> – <u>attached</u> including welcome from Chair   |                     |
| 23/029 | <b>To Accept Committee Reports</b> - <i>note actions and accept</i>  | 30 Mins             |
| 029.1  | <b>Employment and Transformation</b> draft minutes 22 <sup>nd</sup> May 2023 <u>attached</u> . Next meeting due 3 <sup>rd</sup> July 2023  |                     |
| 029.2  | <b>Finance, Governance &amp; Legal</b> draft minutes 22 <sup>nd</sup> May 2023 <u>attached</u> . Next meeting due 26 <sup>th</sup> June  |                     |
| 029.3  | <b>Land, Assets and Infrastructure</b> draft minutes 22 <sup>nd</sup> May <u>attached</u> . Draft minutes 13 <sup>th</sup> June to follow at next meeting. Next meeting due 12 <sup>th</sup> September 2023  |                     |
| 029.4  | <b>Nature &amp; Biodiversity</b> draft minutes 22 <sup>nd</sup> May 2023 <u>attached</u> . Next meeting due 24 <sup>th</sup> July 2023   |                     |
| 029.5  | <p><b>Motion with supporting paper attached:</b> 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:<br/>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"> <li>• 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.</li> <li>• 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.</li> <li>• It will strongly encourage parish councillors that have not done so, especially chairs of committees, to attend carbon literacy training.</li> <li>• That the Nature &amp; Biodiversity Committee will work with the Finance, Governance and Legal committee to review how impacts (positive and negative) on climate change and 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.</li> <li>• 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.</li> <li>• That a standing item be placed on the Full Council agenda to review progress against the above items.</li> </ul> |                     |
| 029.6  | <b>To agree to funding up to £7,500 to fund a Tree Officer</b> consultancy contract on a one-year trial basis. To ask the Nature and Biodiversity Clerk, in liaison with the N&B Committee to finalise terms of reference for the role and circulate the advertisement. <u>Paper attached</u>  |                     |
| 029.7  | <b>Planning Committee</b> draft minutes 16 <sup>th</sup> May and 6 <sup>th</sup> June 2023 <u>attached</u> . Next meeting due 27 <sup>th</sup> June 2023   |                     |
| 029.8  | <b>Wellbeing, Recreation &amp; Leisure</b> draft minutes 22 <sup>nd</sup> May and 5 <sup>th</sup> June 2023 <u>attached</u> . Next meeting due 4 <sup>th</sup> September 2023  |                     |
| 029.9  | <p><b>Motion with supporting paper attached:</b> Commissioning of Mechanical &amp; Electrical Engineering (M&amp;E) Consultant to look at energy generation and energy efficiency opportunities at the Parish Office and Recreation Ground</p> <p>Proposed Cllr McKeown:</p> <ul style="list-style-type: none"> <li>• HIPC undertakes a quote gathering exercise for an M&amp;E Consultant to look at sustainable energy generation and energy efficiency opportunities at the parish office and recreation ground.</li> <li>• Council to approve spend up to £6k delegated to Cllrs McKeown, Smith working with Clerk and or RFO to proceed with best value quote</li> <li>• Findings/report to be reviewed and recommendations shared with the Recreation Development Group</li> </ul>   |                     |

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| 029.10 | <p><b>Motion with supporting <u>paper attached</u>: Recreation Development Group request Council to consider:</b></p> <p>Proposed Cllr Davies:</p> <ul style="list-style-type: none"> <li>Histon &amp; Impington Parish Council agree to the appointment of Wilby &amp; 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.</li> <li>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.</li> <li>Masterplan to include recommendations from any energy efficiency review undertaken by Histon &amp; Impington Parish Council</li> </ul> |                         |
| 23/030 | <b><u>To Receive Finance &amp; Administration Report</u></b>  | 10 Mins                 |
| 030.1  | <b>To note</b> payment of accounts under delegated approval – see RFO Report <u>attached</u>  | <b>For Decision</b>     |
| 030.2  | <b>To approve</b> payment of outstanding accounts due– RFO Report <u>attached</u>   |                         |
| 030.3  | <b>To report</b> on amounts paid in   |                         |
| 030.4  | <b>To resolve to approve the Annual Governance Statement by resolution – <u>attached</u></b>  | <b>All For Decision</b> |
| 030.5  | <b>To consider the Accounting Statement – <u>attached</u></b>   |                         |
| 030.6  | <b>To resolve to approve the Accounting Statement, to be signed by the Chair of the meeting</b>   |                         |
| 23/031 | <b><u>Other Matters</u></b>   | 30 Mins                 |
| 031.1  | <b><u>Histon &amp; Impington Flower Festival</u> to approve</b> spend up to £50 for Parish Council display  | <b>All For Decision</b> |
| 031.2  | <p><b><u>Review of Half Yearly Donations and Grants:</u></b><br/>Application <u>attached</u> received from: Histon Library for £250 for library resources to help fund the Summer Reading Challenge.</p>  |                         |
| 031.3  | <b><u>Communications Working Group</u> to confirm</b> membership and working group remit  |                         |
| 031.4  | <b><u>To Agree to form an Editorial Team</u></b> for review and submission to HI Lights Magazine. Remit of group to be finalised following approval of contract with HI Hub   |                         |
| 031.5  | <b><u>Histon &amp; Impington Town Charity</u></b> error noted at AGM, Council to confirm continuation of Brian Ing and Marian Cleaver as nominated representatives and Cllr Moore as Observer role  |                         |
| 031.6  | <b><u>Hub Contract HI Lights Magazine</u></b> 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<br>Noting draft, <b>copy provided to Councillors only</b>  |                         |
| 031.7  | <p><b><u>To Approve operational spend from S160 funds</u></b> for improvements to the Community Room to include:</p> <ul style="list-style-type: none"> <li>Up to £2000 on thermal fire-retardant blinds delegated to RFO and Clerk</li> <li>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</li> </ul>   |                         |
| 031.8  | <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>  |                         |
| 031.9  | To update Council on staffing levels  |                         |
| 031.10 | <b><u>To Review and Approve Draft Lease for Land at School Hill</u></b> - for designated decking/seating area at School Hill for Stir including delegation to Chair, Vice Chair and Clerk   |                         |

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| 031.11              | 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><br><br><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> |        |
| 23/032<br><br>032.1 | <b><u>Communicating the June Full Council Meeting and Request Matters For Next Agenda/s:</u></b><br><br><b><u>Next Agenda:</u></b>  | 5 mins |
| 23/033              | <b><u>Next Full Council:</u></b> Monday 17 <sup>th</sup> July 2023  |        |



**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> | <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>Action/ Power</b> |
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| 23/001            | <p><b>ELECTION OF COUNCIL CHAIR</b></p> <p>Cllr Davies proposed Cllr Stonham for Chair, seconded Cllr Legge<br/>Cllr Jocelyn proposed Cllr Murray, seconded Cllr Davey<br/>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<br/>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.<br/>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.<br/>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> |                      |
| 23/002            | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies from Cllr Crockford and Cllr Uttridge.<br/>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>  |                      |
| 23/003            | <p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>None declared.</p>  |                      |

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| 23/004 | <b>DATE(s) OF NEXT COMMITTEE MEETINGS</b><br>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><br>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><br>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><br>007.1 APM minutes to be circulated once finalised.   |                 |
| 23/008 | <b><u>MATTERS ARISING</u></b><br>008.1 Actions List provided to all and noted<br>Clerk noted completion of the Annual Report, to be removed from the list.  |                 |
| 23/009 | <b>TO ACCEPT COMMITTEE REPORTS</b><br>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<br>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<br>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<br>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<br>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><br>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> .<br>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><br><b>Proper Officer</b> –Mrs C M O'Brien<br><b>Responsible Financial Officer</b> – Mrs T King<br><b>Internal Auditor</b> – Heelis and Lodge – Heather Heelis   |                 |

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|        | 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<br/> <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:<br/> <b>Allotment-</b> Cllr Moore<br/> <b>Rural Footpaths-</b> Cllr Moore<br/> <b>Playground and open space Inspector-</b> Cllr McKeown and Head Parish Ranger<br/> <b>Tree Warden-</b> to be advertised<br/> <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.<br/> <b>Youth Shelter Task &amp; Finish</b> – Cllr Cahn, <b>Cllr Wilbraham</b>, Cllr Allen, Cllr McKeown, Cllr Hobbs, Cllr Murray<br/> <b>Cambridge Science Park North (CSPN) - Cllr Payne</b>, Cllr Moore, Cllr Stonham, Cllr Hobbs, Cllr Allen, Cllr Murray, Cllr McKeown, Cllr Davies<br/> <b>Recreation Development Group – Cllr Davies</b>, Cllr Hobbs, Cllr Stonham, Cllr Uttridge, Cllr Murray + Club representatives<br/> <b>Gate Access System – Cllr Stonham</b>, Cllr Hobbs, Cllr Payne + Club representatives<br/> <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.<br/> <b>Security Improvements</b> – Cllr Stonham, Cllr Uttridge, Cllr Wilbraham, Cllr Allen, <b>Cllr Murray</b></p> |  |
| 23/013 | <b>TO REVIEW AND ACCEPT</b>   |  |
| 013.1  | <p><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></p> <p><b>Representation on or work with external bodies and arrangements for reporting back</b></p> <p><b>Inventory of land and other assets including buildings and office equipment</b></p> <p><b>Arrangements for insurance cover in respect of all insurable risks</b></p> <p><b>Council's and/or staff subscriptions to other bodies</b></p> <p><b>Council's complaints procedure</b></p>  |  |



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|  | <p><b>Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b></p> <p><b>Council's policy for dealing with the press/media</b></p> <p><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><br/> <b>Histon &amp; Impington Town Charity:</b> Max Parish, Cllr Denis Payne, Cllr Geoff Moore<br/> <b>IVC Liaison:</b> Cllr Edd Stonham<br/> <b>HI Hub:</b> Cllr Tom McKeown<br/> <b>Community Land Trust:</b> Cllr Moore, Cllr Cahn<br/> <b>Youth Liaison:</b> Cllr Wilbraham<br/> <b>Age UK:</b> Cllr Payne, Cllr Murray<br/> <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><b>Clerk</b></p> <p><b>Next agenda</b></p> |
| <p><b>23/014</b></p> <p><b>014.1</b></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><b>23/015</b></p> <p><b>015.1</b></p> <p><b>015.2</b></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>  |   |



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| 015.3           | warm hubs initiative.<br><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<br>016.1 | <b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT</b><br><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<br>017.1 | <b>RECENT CORRESPONDENCE</b><br>None received  |               |
| 23/018<br>018.1 | <b>OTHER MATTERS</b><br><b>Resolution: To Reconfirm Use of General Power of Competence:</b><br>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/<br>RFO |
| 23/019          | <b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b><br><br>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.<br><br><b>Next Agenda:</b><br>To accept Annual Governance and Accountability Return; Internal Audit Report<br>Annual Parish Meeting minutes<br>Press and Media Working Party Membership  |               |
| 23/020          | <b>Next Full Council: Histon &amp; Impington Parish Council</b><br><br>Monday 19 <sup>th</sup> June 2023   |               |
|                 | <b>Meeting closed: 8:43pm</b>  |               |

DRAFT

## **HISTON ANNUAL PARISH MEETING**

Minutes of meeting held Tuesday 9<sup>th</sup> May 2023, Community Room, Recreation Ground

**Present:** Denis Payne (Chairman)

**Note takers:** Chelsea O'Brien; Theresa King

**Histon Residents: 11**

**Impington Residents: 8**

**Non Electors: 4**

### **1 WELCOME & INTRODUCTION BY CHAIRMAN**

The Parish meetings were held concurrently. Denis Payne, Chairman of Histon & Impington Parish Council welcomed all to the 128<sup>th</sup> Annual Parish Meeting of Histon Parish

### **2 APOLOGIES FOR ABSENCE**

Three Histon residents and one Impington resident presented apologies for the meeting

### **3 MINUTES OF THE 127<sup>th</sup> ANNUAL PARISH MEETING HELD ON MONDAY 9<sup>th</sup> May 2022**

Omission in minutes to point 4, to include former Councillor Pene Nudds, Chair signed the minutes as an accurate record of the meeting

### **4 CHAIRMANS ANNUAL REPORT**

Chairman verbally reported on:

- Elections 2022 and first Impington Poll since 1987
- Restructuring of Committees
- Changes in communication and engagement with the community, including a record of over 500 responses to a village consultation
- Established working relationship with HI Hub to expand communication
- Parish Council support to Histon & Impington Green Spaces
- Queen's Platinum Jubilee events hosted by Friends of Histon & Impington Community
- Making history by announcing the accession of King Charles III on The Green
- Closing thank you to Councillors including District and County level, staff team, HI Hub and the village Facebook groups
- Denis confirmed this would be his last Parish meeting as Chair as he will be standing down from the position at the AGM 15<sup>th</sup> May 2023, but will remain as a Councillor for the remaining 3 years of his term

A full copy of the Chairmans report can be downloaded from [www.hisimp-pc.gov.uk](http://www.hisimp-pc.gov.uk) or is available from the Parish Office.

### **5 PRESENTATION OF PARISH COUNCIL ACCOUNTS 2022-23**

Paper provided to all showing interim end of year accounts. Full report is available to download from [www.hisimp-pc.gov.uk](http://www.hisimp-pc.gov.uk) or available from the Parish Office. A supporting item will also be published in the June edition of the Hisimp News.

### **6 Guest Speakers:**

#### **Vernon Dudley, Neil Davies – Friends of Histon & Impington Community**

Vernon, Chair of Friends of Histon & Impington Community, shared with all how the charity was formed, merging Histon & Impington Community and Friends of Histon & Impington Recreation in January 2020 to improve the general wellbeing of residents. The Charity consists of 12 volunteer trustees and a Charity Manager.

Neil, Charity Manager outlined:

- Dedicated Wellbeing Team consisting of seven part time roles: Mental Wellbeing Worker, Dementia Worker, Older Peoples Worker, Holiday at Home and Day Centre Coordinator, Community Play Therapist, Parental Wellbeing Worker, End of Life Support including bereavement group
- Covers a variety of sporting activities aimed at all ages and abilities, including: walking football, walking rugby, table tennis, Pilates, Tai Chi, Active Start and Multi Skills club aimed at pre school and reception to year 2
- Suite of support available and current high levels of needs due to NHS pressures is likely to result in further fundraising requirements and request to Parish Council and other grant bodies
- Success of Holiday at Home scheme with 150 members, bi-monthly activities, and planned trip to Hunstanton
- Mental Wellbeing Champion working closely with Impington Village College and notes aspirations to expand to outside of school environment
- Working closely with SCDC in order to lease with Kay Hitch Way Community Room for activities, with facilities still being available to residents
- Positive experience with integrated care system is resulting in more referrals from GPs for services and closer links with Firs House
- Current running of £55k per year and under pressure in terms of workers only being part-time
- Aspirations to increase funding to develop the Charity further, noting the Parish Council funds 100% of the Youth Provision

### **Sarah Thompson, Service Manager – Age UK**

Outlined the role of the Village Warden and the need to continue to support this community role

- 20 Wardens within the scheme, Histon & Impington is the third oldest
- 22/23 was a difficult year, long term impact of COVID and cost of living crisis resulted in high levels of anxiety, reduced mobility and lack of confidence
- Warden scheme includes: access to local information, daily phone calls, two visits a week but this can be adjusted to meet individual needs, shopping, prescription pick up, bereavement support, hot meal delivery, special requests (including fish and chip deliveries)
- Christmas presents donated by Histon & Impington Town Charity
- Links to the Older Peoples Worker and regular communication
- Offers a light touch support but with pressures within the NHS more pressure has been recently noted
- 19 people currently signed up, there is capacity so referrals are welcome
- Since Firs House have moved to an online service for appointments, a spike in support required has been noted with more of the Warden's time being spent on the phone
- Initial 2 weeks are free, then £10 per week for an individual, £12 per week for a couple
- Thank you to Parish Council for continued support

Question: Does the Firs House have a Public Participation Group, they are a useful resource to troubleshoot issues. Denis Payne confirmed they do and that he is an active member and is happy to help feed back information

### **Max Parish, Chair – Histon & Impington Town Charity**

Max presented the work of Histon & Impington Town Chairty on a slideshow, detailing:

- Formerly Histon Poor's Land Charity, with a remit to support "the settled resident poor" with a preference to Widows and those having large families born in Histon (not Impington)
- Dating back to 1649, slides detailed the history of land ownership
- Consolidation of the land in 1806 to what we now know as Cottenham Road Allotments totally 3.67 acres
- At one time there were 80 people receiving the gift of coal from the Charity, this included labouring cottage holders with a preference where there had been illness or large families in poverty. Widows always received the full allowance.

- Coal became difficult to obtain during the war years, the annual gift of coal was changed to money, recipients were then limited to Widows born in Histon
- Gift of over £30k was left to the Charity in a will
- 2004 a request was made to the Charity Commission to change the remit to "The relief of persons resident in the area of benefit who are in need, hardship or distress"
- Trustees changed to two appointed by Histon Parish Council, 1 appointed by Impington Parish Council, two appointed by Histon Parochial Church and one appointed by Impington Parochial Church
- 2022 income was £5,089, funds held £99,800
- Trustees are responsible for: Managing the land currently used for allotment, investments, distributing income, running a Charity. All done for free for the community
- Max noting the importance of the role of the Parish Council, urged them to nominate Trustees to ensure the objectives of the Charity can continue to be met

Question: How much income does the Charity receive from the allotments annually and is there a demand for plots?

£1,700 per annum, rents were increased due to the installation of the water supply on the site. There is a demand for plots, Charity is considering reducing plot sizes as large plots are challenging for beginners

Chair thanked all our guest speakers

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### OPEN FORUM

Chair outlined questions raised from last year's meeting and how the Parish Council has addressed the concerns over the last year

- High general reserve closing balance 21-22 - addressed by not increasing the precept for 22-23 and 23-24, Parish Council will be using reserves to fund projects and increases in running costs
- Park Primary – working closely with County Council to look at options to install double yellow lines
- 20mph – Parish Council organised a consultation with over 500 responses received and have supported two applications for 20mph in the villages to County Council
- High Street – double yellow lines installed following a consultation with residents and nearby businesses
- Civil Parking enforcement expected 2024 – South Cambs District Council project
- Pat Fleet Memorial – location has been identified for a bench and work is progressing
- Public Art – Parish Council would encourage residents to get in touch with ideas, sculpture trail was promoted during lockdown, there is also a Public Art trail with 25 pieces of public art within the villages
- Cambs Archive – are looking for records of the Jubilee, Accession etc. Anything you may feel of interest please either drop off at the Parish Office or email to [clerk@hisimp-pc.gov.uk](mailto:clerk@hisimp-pc.gov.uk)
- Community Parking Warden will have difficulty enforcing when lining needs refreshing, Chair confirmed review is underway of all parking constraints to ensure role will be a success when implemented in 2024. Work at County level has already begun

There being no further matters raised, meeting was closed at 8.31 pm

## **IMPINGTON ANNUAL PARISH MEETING**

Minutes of meeting held Tuesday 9<sup>th</sup> May 2023, Community Room, Recreation Ground

**Present:** Denis Payne (Chairman)

**Note takers:** Chelsea O'Brien; Theresa King

**Impington Residents: 8**

**Histon Residents: 11**

**Non Electors: 4**

### **1 WELCOME & INTRODUCTION BY CHAIRMAN**

The Parish meetings were held concurrently. Denis Payne, Chairman of Histon & Impington Parish Council welcomed all to the 128<sup>th</sup> Annual Parish Meeting of Impington Parish

### **2 APOLOGIES FOR ABSENCE**

One Impington resident and three Histon residents presented apologies for the meeting

### **3 MINUTES OF THE 127<sup>th</sup> ANNUAL PARISH MEETING HELD ON MONDAY 9<sup>th</sup> May 2022**

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Vernon, Chair of Friends of Histon & Impington Community, shared with all how the charity was formed, merging Histon & Impington Community and Friends of Histon & Impington Recreation in January 2020 to improve the general wellbeing of residents. The Charity consists of 12 volunteer trustees and a Charity Manager.

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| 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 | With Committees for review and approval    |         |
| <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 | March agenda                                | Working Group               | Item for approval June agenda              |         |
| <b>May-23</b> |   |   |                             |  |         |
| 23/13.1       | Press and Media Development - formation of working group.                             | June agenda to confirm remit and membership | Clerk                       | Item on June agenda for approval           |         |
|               |   |   |                             |  |         |

# COUNTY COUNCILLOR'S REPORT MAY 2023



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**CONTENTS: GCP Making Connections/ Sustainable Travel Zone consultation, Communities Priorities Capital fund, Pot holes, graffiti and Station Road, Vapes, Cultivate fund successful awards, Community Safety partnership, Orchard Park school, Combined Authority Electric Buses**



*Camtrust who were successful in their bid for a County Council Cultivate grant.*

## **Highways, transport and waste**

**Greater Cambridge Partnership – Making Connections – Sustainable Travel Zone** Following the public consultation, the Greater Cambridge Partnership published the report of their findings on 26 May. MC22-consultation-report ([greatercambridge.org.uk](http://greatercambridge.org.uk))

“The key findings and the wide-ranging views – both in favour and against the proposals – are contained in a paper to the GCP’s Joint Assembly, which meets on 8 June. After this there will be a further paper to the Executive Board on 29 June, when a recommendation will be formulated, which will be put to the County Council in July. The headlines are:

- Over 70% of people were in favour of the future transport network – with more buses to more locations, cheaper fares and longer operating times supported by better walking and cycling infrastructure to give people faster, cheaper and more reliable travel alternatives to the car.
- 58% of respondents opposed the proposed Sustainable Travel Zone (STZ) as the means for delivering the transport vision. Opposition increased with age from 35 to 64 with 55–64-year-olds the most likely to oppose. Those who lived outside of Cambridge were also more likely to oppose.

## COUNTY COUNCILLOR'S REPORT MAY 2023

- 34% of people support the STZ as proposed. Support was highest among the youngest and the oldest respondents, who are more likely to find it most difficult to access education and healthcare due to the limitations of the existing bus network. Support was highest in the city centre and west of the city.
- Around half of those who oppose the STZ did support the vision for better buses.
- The views from organisations such as business, healthcare and others were broadly supportive of the plans but with caveats about the impact on staff or those who were vulnerable.
- Additional representative opinion polling was carried out which showed opposition and support for a road user charge was more balanced.

The reasons for supporting or opposing varied but covered a variety of areas:

- Those who supported the proposals were keen to get more frequent bus services, would be able to cycle more safely and generally were positive towards the idea of a charge to tackle climate change and reduce congestion.
- While those who opposed felt the exemptions didn't go far enough, and perceived a charge to be unfair, in particular on those travelling to Addenbrooke's and Papworth hospitals, and also believed there would be a negative impact on jobs."

A direct question in the poll asked what measures would make the STZ more acceptable. "Aside from those who said that no measure would persuade them to support the STZ, the most commonly mentioned amendment was the rate paid by cars, followed by alteration of the STZ boundary, and then changes to discounts, exemptions and reimbursement for the charge."

**County Council Communities Priorities Capital Fund - applications from communities to open summer 2023** Funding is being made available to improve community buildings across Cambridgeshire to bolster local services. Communities can apply for a grant of up to £40,000 for projects which will improve community cohesion, especially caring for the elderly in the community.

Applications can relate to capital funding projects which includes buildings, indoor and outdoor equipment and installation services. Those applying will have to show how their projects will support the council to achieve its vision of becoming a greener, fairer and more caring Cambridgeshire through the delivery of at least three of its ambitions. These are:

- Net zero carbon emissions for Cambridgeshire by 2045
- Travel across the county is safer and more environmentally sustainable
- Health inequalities are reduced
- People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs
- People are helped out of poverty and income inequality

## COUNTY COUNCILLOR'S REPORT MAY 2023

- Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised
- Children and young people have opportunities to thrive.

Applications which will support the council to achieve the aims and ambitions of its Care Together programme – to keep people remaining independently at home for as long as possible - are particularly welcome.

The fund will open later this year with successful bids expected to be chosen early in 2024.

**Pot holes and Station Road** As many residents of Histon and Impington are aware there was significant graffiti on Station Road here is a timeline of events.

Early May, myself and a group of Parish Councillors walked the village with the local highways officer, who marked up the large pot holes on Station Road for urgent repair amongst other work.

The next day the local highways officer was signed off sick until the first full week in June.

Seemingly nothing happened.

During May local highways officers from the 4 surrounding areas were working at weekends to cover the absence of our local highways officer, I did not have contact details and the only method of communication was the online 'report a fault' portal as they were very much doing us a favour. Simultaneously the highways department was in a state of flux as a much needed restructuring was taking place.

First weekend of June (before local highways officer had returned) significant graffiti of an obscene nature was applied to the pot holes in Station Road Histon between the High Street and Saffron Road.

First Monday back for the local Highways Officer straight after graffiti incident. I contacted him urgently but could not get through to speak to him so messaged and spoke to his manager (new in role). The local highways officer attended Station Road that day.

I spoke to the local highways officer on the Tuesday, apparently the most serious pot holes on Station Road were thought to have been filled during May, however, the maintenance crew fixed the pot holes outside the wrong dentist. Due to staff absences this error was not picked up. On Tuesday the local highways officer went out of his way to pick up black spray paint from a council depot elsewhere in the county to cover the graffiti on Station Road and marked up only those pot holes of sufficient depth to qualify for fixing adhering strictly to the rule book.

The local highways officer has stated that he will not mark up for fixing any pot holes which do not fit the official criteria in that stretch of Station Road for the foreseeable future as he views it as rewarding the graffiti. He has also threatened to remove Station Road from the list (where it is currently at number 4) for serious remedial works. There are other more urgent roads in his area of 27 parishes and if the system for allocating this work does not

## COUNTY COUNCILLOR'S REPORT MAY 2023

change (which is a possibility) he will know if he has sufficient funding for that stretch by the start of 2024. If there is more graffiti he is expected to deal with the works will not happen.

The local Highways Officer is adamant that he will not reward defacing the highways and we are in effect being punished as a community for the graffiti as he will not take a more generous approach to the assessment of Station Road.

I will raise this with Histon and Impington Parish Council, I suggest they purchase a can of black spray paint so that any future graffiti can potentially be dealt with locally if safe and we work together to respond to these challenges.

**Vapes** Following a number of fires, an information campaign is being planned about the safe disposal of vapes and the hazards of fires in collection vehicles and waste plants arising from the batteries sealed inside these items. There is currently a six week campaign of bus advertising, radio and social media across the whole of Cambridgeshire and Peterborough promoting the need to recycle all metals.

Disposable vapes go with the WEEE electrical stuff at Household Recycling Centres. All vape and e-cigarette retailers also have a legal obligation to offer customers a free recycling point for these items.

### *Thriving communities*

**Successful applications to the County Council's Cultivate Fund** I am pleased to report that both both Camtrust in Impington and Orchard Park who applied for funding for a youth worker were successful in their recent applications to the County Council Cultivate fund.

**Community Safety partnership** I attended the excellent Community Safety Partnership meeting in Orchard Park. There is a lot of work to do but it is now on the radar at the county council. With proposed work in the pipeline. I will report back on next month.

**Orchard Park School, North Cambridge Academy and Darwin Green.** I continue to work with Orchard Park school and the county council and will be meeting with Meridian the academy trust North Cambridge Academy sits in. Orchard Park school like all other schools in the area has seen a falling role due to a reduced birth rate, when budgets are extremely tight this is particularly challenging for a one form entry school. All CB4 schools were concerned about the imminent opening of Darwin Green primary school, the County Council has confirmed that this will not happen until there are sufficient pupils ie the process will be slowed down.

This year a number of year 6 Orchard Park students were offered school places in St Neots in the first round of secondary school place allocations, as parents did not put down a third choice school on the application form. The County Council believes all students have now been offered a secondary school place within the city area with transport where necessary. Please encourage parents to get in touch if this is not the case with students potentially moving out of the state system it can be difficult to confirm these things. This issue was exacerbated as parents did not wish to put North Cambridge Academy as a third choice.

North Cambridge Academy has recently gone through a challenging period. A meeting with myself, the Orchard Park head and the County Council's Director of Education gave him the

## COUNTY COUNCILLOR'S REPORT MAY 2023

confidence to address this with the academy trust who in turn have made significant changes to the School's leadership team. Myself, the Orchard Park head and the academy trust are now in dialogue.

Please get in touch if you wish to talk about anything raised here it is only by understanding the issues that change can happen.

### **Cambridgeshire and Peterborough Combined Authority Electric Buses**

On 12 May Cambridgeshire received 30 brand new electric buses, which will replace some of our older buses and will be used on our P&R sites from 15 May. Putting in a bid for this small fleet of electric buses- and winning it - was one of the first things Mayor Nik Johnson did and has taken time for Volvo to build them for us. You may have noticed these zero emission buses out and about in Cambridge.

With many thanks to Councillor Anna Bradnam of Milton whose excellent words I have directly copied for the GCP, Priorities Fund and CPCA parts of this report as she was so eloquent.

### **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** *detailed responsibilities*



## COUNTY COUNCILLOR'S REPORT MAY 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.

**District Councillor Report to be inserted once received**

**CLERK'S REPORT**

|                   |                                  |                                  |
|-------------------|----------------------------------|----------------------------------|
| <b>REPORT TO:</b> | <b>Full Council</b>              |                                  |
| <b>AUTHOR/S:</b>  | <b>Chelsea O'Brien<br/>Clerk</b> | <b>13<sup>th</sup> June 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:**

- Further window smashed on pavilion, due to be repaired.
- Signage installed at Recreation Ground creating a no electric/motorised vehicle zone on the grass areas and in front of the pavilion
- In contact with security guard, finalising hours and availability
- Access points for cricket club now installed on pavilion
- Work has started at Bell Hill to install planters
- Work has started at School Hill (Youth Shelter) to install path to youth shelter and sensory planting

**Meetings Attended:**

- Visit to view glaze pavilion with Parish Ranger at Chivers Farm in Girton (item reported to LAI Committee 13<sup>th</sup> June)
- Visit to Early Years Centre Forest School with Parish Ranger at the former infant school playing. Such a lovely designated space has been created for young people (1-4 years) in attendance at the Early Years Centre, activities include:
  - Being tigers and jaguars in the long grass
  - Mud kitchen cooking
  - Climbing trees and exploring
  - Open fires
  - Learning about nature
  - Planting and growing herbs and vegetables
  - Aspirations for open mornings for all to attend and seasonal events
- Agenda setting with Cllr Moore
- Agenda setting and catch up with Cllr Murray
- Catch up with Cllr Stonham
- Staff site walkabout of Recreation Ground

**Item for decision: To agree spend up to £200 for a gift (Parish Council to purchase item) from the Parish Council to the newly opened Forest School to benefit the young people in attendance**

Whilst in attendance I shared opportunities with staff of how the Parish Council can help including, equipment for seasonal events, materials needed (pallets and wood), spring bulbs and vegetable seeds, compost etc. I think this is a real opportunity for the Parish Council to reach and support younger residents of the village in anyway we can noting this age group is not strongly supported.

# Histon & Impington Parish Council

## Chair's Report – June 2023 Full Council

First, a huge Thank to all of you for considering and electing me as Chair for 2023-2024. I believe the huge potential on our relatively new Council is already clear. I am really excited at the opportunities we have as a team to work together to deliver change to our villages and beyond.

Our very first agenda together post our AGM is bold, extensive, and long. The fact this agenda even exists I believe confirms and begins to realise this potential. The forward looking, innovative motions together with the more pragmatic quick wins can have an impact on both Council and improvement to the wider communities. **To keep better oversight, improve timing and empower committed project owners for our project delivery I would like to propose a zoom meeting, monthly at first for all Committee Chairs/Vice Chairs to get together.**

I would also like to Thank Edd, now Vice Chair for standing alongside me in that election. Edd has some great and important ideas for increased governance and use of data by Council for more objective decision-making. By standing together we, both felt it would highlight the different choices for Councils. The fun and focus in the 2-hour meeting, Chelsea, Edd, and I had reviewing today's agenda and new request for review of Full Council agendas by Councillors to own their motions highlighted that power of choice and discussion.

Finally, the biggest thanks to our consistent Staff team. After COVID, it was apparent that our Parish Council Staff team were one of the most well-organised parish teams with an important focus on risk mitigation. The more organised and consistent we are as Councillors the more time we free up for them to spend on more interesting, challenging, diverse and strategic work and the more ground they can cover.

A few considerations of below of possible key principles for Council. Many of which appear to be evolving naturally.

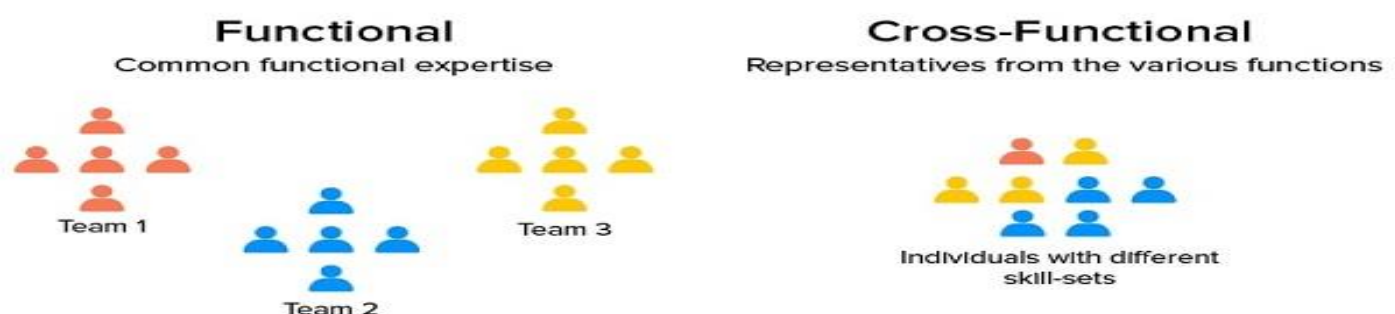
| Council Team High-Level Principles: Every Voice Every IDEA is heard |                                  |                      |
|---|----------------------------------|----------------------|
| #   | Moving FROM                      | Moving TO            |
| 1   | Unstructured Decisions           | Informed Decisions   |
| 2   | Personality Based                | Insight Based        |
| 3   | Emotive & Indirect Conversations | Direct & Transparent |
| 4   | Bureaucratic                     | Agile                |
| 5   | Rubber Stamping                  | Debate & Exploration |
| 6   | Silo working                     | Cross Functional     |

As we continue to increase our Community Engagement as part of Council's core values, I look forward to working with you so every resident in our villages feel their Parish Council is relevant to them.

My first report focuses on the increasing potential for Council, much needed as we see larger projects coming our way including but not exclusively the Recreation Development Group, HI Pump Track, Potential for old Infant School. In future let me know how this report can be of interest and support all of you.

**Many Thanks**

**Yvonne Murray, Histon & Impington Parish Council Chair**



**Minutes of Histon & Impington Employment & Transformation**  
**8:20pm, Monday 22<sup>nd</sup> May 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Employment & Transformation Minutes

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

**Appendices: 0**

**Quorum: 3**

|                   |  |  |
|-------------------|--|--|
| <b>Agenda No:</b> | <b>Present:</b> Cllrs: David Legge, Sarah Smith<br><b>Ex Officio Members:</b> Cllrs: Yvonne Murray, Edd Stonham<br><b>Clerk(s):</b> Theresa King, Amelia Luck<br><br>2 vacancies   |  |
| ET23/001          | <b>ELECTION OF COMMITTEE CHAIR</b><br><br>Cllr Stonham proposes Cllr Payne. Cllr Legge seconds. All in favour. Cllr Payne to be confirmed as chair of Employment & Transformation Committee at next meeting.<br><br><b>ELECTION OF COMMITTEE DEPUTY CHAIR</b><br><br>Cllr Legge proposes Cllr Stonham. Cllr Smith seconds. All in favour. Cllr Stonham deputy chair of Employment & Transformation Committee.<br><br>Deputy chair leads meeting in the absence of chair. |  |
| ET23/002          | <b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b><br><br>None declared  |  |
| ET23/003          | <b>PUBLIC PARTICIPATION</b><br><br>No public present   |  |
| ET23/004          | <b>To receive copy of draft Terms of Reference for review and approval at the next meeting</b><br><br>Noted.   |  |
| ET23/005          | <b>DATE OF NEXT MEETING</b><br><br><b>Meeting close: 8.24pm</b><br><br><b>Next meeting:</b> Monday 3 <sup>rd</sup> July; Monday 2 <sup>nd</sup> October; Monday 11 <sup>th</sup> December; Monday 5 <sup>th</sup> February 2024; Monday 8 <sup>th</sup> April 2024.  |  |

**Minutes of Histon & Impington Parish Council Finance & Assets Committee  
Monday 22<sup>nd</sup> May 2023 at 7.40pm at the Community Room at the Recreation Ground**

## Finance & Assets Committee Minutes

**Membership: 6 + 2**

**Quorum: 3**

**Appendices: 4**

|                   |   |  |
|-------------------|---|--|
| <b>Agenda No:</b> | <b>Present:</b> Cllrs Neil Davies (ND), James Leonard (JL), David Legge (DL)<br><b>Ex Officio Members:</b> Yvonne Murray (YM), Edd Stonham (ES)<br><b>Clerk for the meeting:</b> Theresa King (RFO), Amelia Luck<br><b>2 vacancies</b>  |  |
| <b>FGL23/012</b>  | <b>ELECTION OF COMMITTEE CHAIR for this meeting</b><br><br>Cllr Davies proposes Cllr Stonham. Cllr Murray seconds. All in favour. Cllr Stonham chair of Finance & Assets Committee.<br><br><b>ELECTION OF COMMITTEE DEPUTY CHAIR</b><br><br>Cllr Stonham proposes Cllr Murray. Cllr Legge seconds. All in favour. Cllr Murray deputy chair of Finance & Assets Committee. |  |
| <b>FGL23/013</b>  | <b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda)<br><br>None declared.   |  |
| <b>FGL23/014</b>  | <b>PUBLIC PARTICIPATION</b><br><br>No members of the public were present.   |  |
| <b>FGL23/015</b>  | <b>To confirm nominated Nature &amp; Biodiversity member as a member of the Finance, Governance and Legal Committee</b><br><br>Cllr Murray confirmed as Nature & Biodiversity representative.   |  |
| <b>FGL23/016</b>  | <b>To receive copy of draft Terms of Reference for review and approval at the next meeting</b><br><br>Noted.  |  |
| <b>FGL23/017</b>  | <b>Date of next meeting(s): 26<sup>th</sup> June 2023</b><br><b>Meeting closed: 7:44pm</b>  |  |

**Minutes of Histon & Impington Land, Assets & Infrastructure Committee**  
**8:00pm, Monday 22<sup>nd</sup> May 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Land, Assets & Infrastructure Committee Minutes

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

**Appendices: 0**

**Quorum: 3**

|                   |   |  |
|-------------------|---|--|
| <b>Agenda No:</b> | <b>Present:</b> Cllrs: Joseph Adam; James Leonard; Simon Jocelyn; Geoff Moore;<br><b>Ex Officio Members:</b> Cllrs: Yvonne Murray; Edd Stonham<br><b>Clerk(s):</b> Theresa King, Amelia Luck<br>1 vacancy   |  |
| LAI23/001         | <b>ELECTION OF COMMITTEE CHAIR</b><br><br>Cllr Stonham proposes Cllr Moore. Cllr Leonard seconds. All in favour. Cllr Moore chair of Land, Assets & Infrastructure Committee.<br><br><b>ELECTION OF COMMITTEE DEPUTY CHAIR</b><br><br>No nominations received – item to be revisited on future agenda if interest expressed |  |
| LAI23/002         | <b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b><br><br>None declared   |  |
| LAI23/003         | <b>PUBLIC PARTICIPATION</b><br><br>No public present  |  |
| LAI23/004         | <b>To receive a copy of draft Terms of Reference for review and approval at the next meeting</b><br><br>Cllr Moore requests an item on the next agenda for renaming the committee.  |  |
| LAI23/005         | <b>DATE OF NEXT MEETING</b><br><br><b>Meeting close: 8.12pm</b><br><br>Tuesday 13 <sup>th</sup> June 2023, 7.30pm   |  |



**Minutes of Histon & Impington Nature & Biodiversity**  
**7:20pm, Monday 22<sup>nd</sup> May 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Nature & Biodiversity Committee Minutes

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

**Appendices: 0**

**Quorum: 3**

|                   |   |  |
|-------------------|---|--|
| <b>Agenda No:</b> | <b>Present:</b> Cllrs: Joseph Adam; Sarah Smith<br><b>Ex Officio Members:</b> Cllrs: Yvonne Murray, Edd Stonham<br><b>Clerk(s):</b> Theresa King, Amelia Luck<br><br>2 vacancies  |  |
| NB23/001          | <b>ELECTION OF COMMITTEE CHAIR</b><br><br>Cllr Murray proposes Cllr Smith. Cllr Stonham seconds. All in favour. Cllr Smith chair of Nature & Biodiversity Committee.<br><br><b>ELECTION OF COMMITTEE DEPUTY CHAIR</b><br><br>Cllr Smith proposes Cllr Murray. Cllr Adams seconds. All in favour. Cllr Murray deputy chair of Nature & Biodiversity Committee. |  |
| NB23/002          | <b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b><br><br>None declared   |  |
| NB23/003          | <b>PUBLIC PARTICIPATION</b><br><br>No public present  |  |
| NB23/004          | <b>TO NOMINATE a member of this Committee to be a member of the Finance, Governance &amp; Legal Committee</b><br><br>Cllr Murray agreed to feedback to committee. Item to be brought back to next agenda.   |  |
| NB23/005          | <b>To receive copy of draft Terms of Reference for review and approval at the next meeting</b><br><br>Noted   |  |
| NB23/006          | <b>DATE OF NEXT MEETING</b><br><br><b>Meeting close: 7.26pm</b><br><br>Tuesday 24 <sup>th</sup> July 2023   |  |

## **Agenda item 23/028.5 Background paper for proposed Climate Change Motion**

The following draft motion is recommended to the council:

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:

- 1) 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:
  - i) 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.
  - ii) 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.
- 2) It will strongly encourage parish councillors that have not done so, especially chairs of committees, to attend carbon literacy training.
- 3) 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 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.
- 4) 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.
- 5) That a standing item be placed on the Full Council agenda to review progress against the above items.

### **Background and rationale**

In September 2019 the Histon and Impington Parish Council declared a Climate Emergency. It committed to ambitious targets and action, aiming to make the Parish Council carbon neutral by the end of 2021 and the village as a whole carbon neutral by the end of 2030.

At the above meeting members of the community, including a group of Infants and Junior school children, spoke about their fears for the future and asked the Parish Council to act. All expressed hope at the possibility of the radical change necessary to address climate change and for the future of the planet. Fast forward to March 2023 and the IPCC has now delivered a “final warning” for action on the climate crisis, detailing the climate change impacts that already been felt across the world

and stressing that current government policies will not limit global temperature rises to 1.5 above pre-industrial levels, the threshold beyond which damage to the climate will become irreversible and have catastrophic consequences. Nature is in crisis too, and the UK is not on track to meet its 2030 biodiversity targets. This dual crisis was reinforced to us at the Climate Fresk training in February that several Parish, District and County Councillors attended. Today, the children who came along to the Parish Council meeting in 2019 are now at secondary school with little more confidence that there has been enough action to safeguard their future. Though the Parish Council does not know whether it achieved its target of being carbon neutral by 2021, the likelihood is that we did not.

Some progress since the Parish Council made its commitments in 2019 includes:

- A series of community workshops held after the climate emergency was declared looked at relevant data and how the village could address its carbon emissions, and shared information on practical solutions (e.g., a dedicated session on air source heat pumps)
- An energy efficiency review of the Parish Council buildings was carried out by PECT in 2019 and several of its recommendations have or are being taken forward (e.g., on lighting including floodlights, infrared heating systems, and windows and blinds). The Council has also looked into EV chargers at the rec and solar panels above the recreation ground car park. There is now the need for an updated energy efficiency review (see Agenda 028.9), and for recommendations to also be integrated into the Rec Development project which is considering the future development of the building.
- The Parish Council has worked with HI trees, HI Green Spaces and others on several tree planting projects, delivery/development of small biodiversity projects contributing to climate change mitigation including new no mow areas, new meadows, planting new hedgerows etc. The wider work of these organisations also contributes significantly to nature-based solutions for climate change.
- The Parish Council has contributed to and delivered projects for active travel-walking and cycling.
- The South Cambridgeshire District Council has ambitious net zero policies and can support us across several areas. Its "Solar Together scheme" has supported numerous homes in the village to install solar panels. The Zero Carbon communities grant, along with various other schemes, is available to fund plans and projects of Parish Councils once they come forward.
- The village boasts several exemplar eco homes and there is a growing interest in retrofitting including insulation and heat pumps
- Wider community action by others, including Cambridge Carbon Footprint HI Sustainability and the Eco Churches is engaging the community on climate change and delivering projects that support the community in reducing its environmental footprint. The Parish Council worked with these organisations to hold the hugely successful HI Eco Fest on 10<sup>th</sup> June which launched a 30 Day Challenge period for the community and businesses to take action to live more sustainably. This is a great platform from which to launch more action.

Though the scale of the challenge is huge, there is still hope for limiting the most extreme impacts of climate change. Over 80% of UK emissions can be influenced locally to some extent and a recent study shows that taking a tailored place-based approach to reducing carbon emissions requires less investment and creates nearly double the energy savings. We have significant scope for delivering on Net Zero in Histon & Impington in partnership with local and regional organisations. But currently we have no coherent action plan drawing together all the action needed by the council, and no means to measure progress against any targets we set ourselves. Though, to some extent, given emissions are now measured/accounted for at local authority level, target setting at parish level is less important than identifying and taking forward actions and monitoring our progress on these actions.

The new Nature and Biodiversity Committee is an important committee for taking forward climate and biodiversity projects and taking an overview of progress, but action cannot be siloed into this one committee. It is vital that all councillors and all committees consider how they can contribute to a net zero target, what positive actions they can deliver and how they can mitigate or (at worst) offset negative impacts of their activities and projects on carbon emissions or biodiversity. This also needs more consideration in the project development and approvals process- from smaller projects to our bigger infrastructure projects (where there should be more detailed accounting of climate and biodiversity impacts).

**Histon and Impington Parish Council**  
**Background paper on Tree Officer Proposal- Agenda Item 23/028.6**

**Proposed decision on Parish Council Tree Officer:**

- **To agree to funding up to £7,500 to fund a Tree Officer consultancy contract on a one year trial basis.**
- **To ask the Nature and Biodiversity Clerk, in liaison with the N&B Committee to finalise terms of reference for the role and circulate the advertisement.**

**Description and rationale for spend**

The role of Parish Council Tree Warden was previously undertaken by the ex Chair of the Environment Committee. On the basis of their personal expertise they provided comment on planning permissions for trees, including visiting sites and checking the trees that work was requested on. The work related to tree surveys was also delegated to her as Chair, working with the Committee Clerk to prioritise and organise work that needed doing. Following their departure as councillor a vacancy for a volunteer tree warden was identified and the advert has been out since March. The original advert for the post is attached in Annex 1.

The proposal to readvertise this position as a one-year paid consultancy role is put forward for the following reasons:

- 1) Lack of capacity for this as a volunteer role.** Several of us Parish Councillors have pursued contacts in the village and asked known experts if they would be able to take this on. It has been shown to be difficult for any one person to take on the extent of this role, with the time commitment required, as a voluntary position. There are a number of fabulous biodiversity expert volunteers in the village but they already committing a lot of time to ongoing projects (including Parish Council projects), and of course many also need paid work. Experience in the past has also been that the input required by the office can be challenging to get from someone doing this on a voluntary basis. Issues can also arise when that person is not available. Having a paid consultant would also enable us to set hard deadlines and get the advice we need at the time we need it.
- 2) The importance of the role, and of biodiversity expertise.** The latest tree survey contains lots of recommendations including a fair number of tree fellings. The task of reviewing all of these recommendations and making the plan for the works is significant and needs to proceed urgently once the nesting season is over. This is vital from a health and safety perspective, and health and safety (particularly in high winds/adverse weather) has to be a primary concern. But as a Parish Council we should also be committed to managing our trees and woodlands for biodiversity and climate objectives. More input from a biodiversity perspective can ensure that plans for minimising negative impacts (from recommended tree works) and managing regeneration are in place and guide our selection of contractors, as well as

contributing to ongoing management of the woodland for the benefit of the climate, biodiversity and the community. This includes, but is not limited to, making the best plans for planting and replanting (in liaison also with HI Trees).

- 3) **An expanded scope for the role.** It is also now proposed that, for this one year, this role should be expanded beyond the terms of reference set out in the original advert to include an additional task of inputting to development of site management plans for Parish Council sites. At its last meeting the Nature and Biodiversity Committee agreed to develop these for its sites, and to present an example plan to Full Council to consider implementing for all our sites. It is thus proposed that the tree officer be asked to provide specialist input relating to trees, woodland areas and their management to develop these management plans. Establishing this set of agreed priorities for sites, along with a coherent policy for tree management and maintenance, should make it easier in future to respond to tree survey recommendations. Specialist input to these management plans is front loaded to the extent that once they are in place, we only need to consult on updates, but we need some dedicated time input to develop the initial plans.

It proposed this position be funded on a one-year trial basis, following which there can be a review of future arrangements.

**Annex 1 Original Tree Officer advert (Note: this is the original advert. The new terms of reference for the tender would be revised on the basis of the proposal above)**

**The Tree Officer position at the Parish Council is held on a volunteer basis.**

We are looking for an individual with an interest in trees and their care and in nature conservation, who can work alongside Parish Council staff in relation to the care and maintenance of the trees on Parish land. In particular, the individual must be available to be contacted to give advice in an emergency, such as during or after a storm. They will also work with staff to provide general advice on tree works such as that resulting from the tree surveys.

As part of the role, the officer may also be asked to cast an eye over planning applications from SCDC where tree work is involved, or where submissions have been made for work on trees with a Tree Protection Order (TPO) or those in a conservation area to help ensure protection of valuable trees. Alerts are received by staff and will then be passed on to the Officer. Any comments can then be passed back to South Cambs by staff or information passed to the Planning Committee when considering an application. Most applications happen between October and March, when it is not bird nesting season, averaging less than five per month.

The hours required would be determined by the need for emergency help and may require a small amount of daytime and weekend work, such as after a storm. There will be an immediate need for review of the most recent tree survey, with priority given to the review of any urgent work suggested in the survey, but otherwise that review could be completed within two months.

The Parish Council may be able to offer mentoring from other people with more experience in order to develop the role, and the role could be shared if more than one person is interested. Any necessary costs would also be covered by the Parish Council.

Part of the role will require working with residents, reviewing issues they may have and keeping them informed of works that might affect their neighbourhood. You will also be working alongside office and ground staff in order to complete the required works and offer advice. This volunteer role will be covered by the Parish Council's insurance for volunteers.



## Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

|                   |   |                      |
|-------------------|---|----------------------|
| <b>Agenda No:</b> | Present: Cllrs: Simon Jocelyn, Walter Davey, Yvonne Murray, Denis Payne, Aga Cahn, Sarah Allen<br>Clerk: Amelia Luck  |                      |
| P23/012           | <b>TO ELECT CHAIR OF COMMITTEE</b><br>All agreed to nominate Cllr Davey as chair of this meeting only.  |                      |
| P23/013           | <b>APOLOGIES FOR ABSENCE</b>  |                      |
| 013.1             | Apologies received from Cllrs Crockford and Leonard   |                      |
| P23/014           | <b>MEMBERS DECLARATIONS OF INTERESTS</b>  |                      |
| 014.1             | Cllr Allen declares non-pecuniary interest for item 018.2.  |                      |
| P23/015           | <b>PUBLIC PARTICIPATION</b>   |                      |
| 015.1             | None  |                      |
| P23/016           | <b>MINUTES OF MEETING HELD Tuesday 18<sup>th</sup> April 2023</b>   |                      |
| 016.1             | Deferred till next meeting  |                      |
| P23/017           | <b>MATTERS ARISING</b>  |                      |
| 017.1             | <b>None</b>   |                      |
| P23/018           | <b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b>   |                      |
| 018.1             | <a href="#"><u>23/01555/FUL 61 Cottenham Road, Histon</u></a> new Shepard's hut within the grounds at 61 Cottenham road, for ancillary use associated with the dwelling, including limited short-term letting. All agreed to make a recommendation of <b>approval</b> . We note this proposal is a short term let however we wish to add the condition that the proposed hut is not to be used as permanent accommodation.  |                      |
| 018.2             | <a href="#"><u>23/01283/HFUL 12 Cambridge Road, Impington</u></a> part single storey, part two storey rear extension, loft conversion, demolition of existing garage, internal modifications, external landscaping works. Majority agree to make a recommendation of <b>refusal</b> . Cllr Allen abstains. Recommendation of refusal is due to no evidence being shown that the policy HIM04 of the Neighbourhood Plan referencing the Windmill has been considered. An expert opinion would be required to ensure the height raise will have no negative effect on the Windmill. |                      |
| 018.3             | <a href="#"><u>23/00891/HFUL 31 Shirley Road, Histon</u></a> single storey flat roof extension to rear. Item already decided by SCDC prior to meeting.  |                      |
| P23/019           | <b>PLANNING CORRESPONDENCE RECEIVED</b>   |                      |
| 019.1             | <b><u>None</u></b>  |                      |
| P23/020           | <b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b>   | For information only |
| 020.1             | <a href="#"><u>Histon &amp; Impington Village Design Guide SPD</u></a>  |                      |
| P23/021           | <b>OTHER MATTERS</b>  | Clerk                |
| 021.1             | <b><u>Clerks report</u></b> – written report accepted   |                      |
| P23/022           | <b>ITEMS FOR NEXT AGENDA</b>  |                      |
| 022.1             | <b><u>Terms of Reference</u></b>  |                      |
| P23/023           | <b>DATE OF NEXT MEETING(S)</b><br>6 <sup>th</sup> June, 27 <sup>th</sup> June, 18 <sup>th</sup> July 2023   |                      |

|  |                               |  |
|--|-------------------------------|--|
|  |                               |  |
|  | <b>Meeting Closed: 8:33pm</b> |  |

## Planning Committee Minutes

**Membership: 8 + 2 ex-officio**

**Quorum: 3**

|                   |   |                      |
|-------------------|---|----------------------|
| <b>Agenda No:</b> | Present: <b>Cllrs:</b> Simon Jocelyn, Walter Davey, Sarah Allen, Jennifer Crockford<br>Clerk: Amelia Luck   |                      |
| P23/024           | <b>TO ELECT CHAIR OF COMMITTEE</b><br>All agreed to nominate Cllr Jocelyn as chair of this meeting only.  |                      |
| P23/025           | <b>APOLOGIES FOR ABSENCE</b>  |                      |
| 025.1             | Apologies received from Cllrs Payne, Leonard, Stonham, Cahn and Murray  |                      |
| P23/026           | <b>MEMBERS DECLARATIONS OF INTERESTS</b>  |                      |
| 026.1             | None  |                      |
| P23/027           | <b>PUBLIC PARTICIPATION</b>   |                      |
| 027.1             | None  |                      |
| P23/028           | <b>MINUTES OF MEETING HELD Tuesday 16<sup>th</sup> May 2023</b>   |                      |
| 028.1             | Accepted  |                      |
| P23/029           | <b>MATTERS ARISING</b>  |                      |
| 029.1             | <b>None</b>   |                      |
| P23/030           | <b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b>   |                      |
| 030.1             | <a href="#"><u>23/01968/HFUL 43 Orchard Road, Histon</u></a> part single storey, part two storey rear and side extensions, single storey front extension and application of insulated render to existing external walls. All agreed to make a recommendation of refusal. This is due to inadequate parking according to HIM05 of the Neighbourhood Plan. This is indicated in the proposed elevations only showing provision for one parking space. If SCDC officers are minded to approve we request an officer visits neighbouring properties to access shading concerns. |                      |
| 030.2             | <a href="#"><u>23/01880/HFUL 12 Clay Street, Histon</u></a> single storey front and rear extensions, garage conversion, and flat to pitched roof to front elevation. All agreed to make a recommendation of approval. However, we note that HIM05 of the Neighbourhood Plan required 3 parking spaces for this size of property and request that 3 parking spaces can be demonstrated before approval.  |                      |
| 030.3             | <a href="#"><u>23/01770/HFUL Shackleton House, School Lane, Impington</u></a> loft conversion with rear box dormer extensions, rooflights to the front elevation, demolish existing porch and add a new canopy, alterations to the fenestration and associated works. All agreed to make a recommendation of approval. with the condition that shared access is kept clear for neighbouring property.   |                      |
| 030.4             | <a href="#"><u>23/01852/FUL Manor Farm, Milton Road, Impington</u></a> change of use of West barn to Class F1(a)- provision of education. All agreed to make a recommendation of approval. we wish to highlight that Milton Road is currently unsuitable for cyclists and pedestrians travelling to and from this school.   |                      |
| P23/031           | <b>PLANNING CORRESPONDENCE RECEIVED</b>   |                      |
| 031.1             | <b><u>None</u></b>  |                      |
| P23/032           | <b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b>   |                      |
| 032.1             | <a href="#"><u>Histon &amp; Impington Village Design Guide SPD</u></a>  | For information only |
| P23/033           | <b>OTHER MATTERS</b>  |                      |
| 033.1             | <b><u>Clerks report</u></b> – written report accepted   | Clerk                |

|                  |  |  |
|------------------|--|--|
|                  | <p><b><u>Terms of Reference-</u></b> 2 amendments to be made;</p> <p><b>First:</b> a line detailing powers clerk/chair have when meeting is not quorate i.e. what delegations are in place.</p> <p><b>Second:</b> boosting membership up to 8+2 Ex Officio</p> |  |
| P23/034<br>034.1 | <p><b>ITEMS FOR NEXT AGENDA</b></p> <p>None</p>  |  |
| P23/035          | <p><b>DATE OF NEXT MEETING(S)</b></p> <p><b>27<sup>th</sup> June, 18<sup>th</sup> July, 8<sup>th</sup> August 2023</b></p>   |  |
|                  | <p><b>Meeting Closed: 8:19pm</b></p>   |  |

**Minutes of Histon & Impington Wellbeing, Recreation & Leisure**  
**7:00pm, Monday 22<sup>nd</sup> May 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Wellbeing, Recreation & Leisure Committee Minutes

**Membership: 8 + 2 ex-officio**

**Appendices: 0**

**Quorum: 3**

|                   |   |  |
|-------------------|---|--|
| <b>Agenda No:</b> | <b>Present:</b> Cllrs: Sarah Allen, Neil Davies, Chris Hobbs, Joe Uttridge, Louise Wilbraham<br><b>Ex Officio Members:</b> Cllrs: Yvonne Murray, Edd Stonham<br><b>Clerk(s):</b> Theresa King, Amelia Luck<br><b>Apologies:</b> None<br><br>2 vacancies   |  |
| WRL23/015         | <b>ELECTION OF COMMITTEE CHAIR</b><br><br>Cllr Wilbraham proposes Cllr Hobbs. Cllr Murray seconds. All in favour. Cllr Hobbs chair of Wellbeing, Recreation and Leisure Committee.<br><br><b>ELECTION OF COMMITTEE DEPUTY CHAIR</b><br><br>Cllr Stonham proposes Cllr Davies. Cllr Wilbraham seconds. All in favour. Cllr Davies deputy chair of Wellbeing, Recreation and Leisure Committee. |  |
| WRL23/016         | <b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b><br><br>None declared   |  |
| WRL23/017         | <b>PUBLIC PARTICIPATION</b><br><br>No public present  |  |
| WRL23/018         | <b>To receive copy of draft Terms of Reference for review and approval at the next meeting</b><br><br>Noted.  |  |
| WRL23/019         | <b>DATE OF NEXT MEETING</b><br><br><b>Meeting close: 7.07pm</b><br>Monday 5 <sup>th</sup> June 2023   |  |

**Minutes of Histon & Impington Wellbeing, Recreation & Leisure**  
**7:30pm, Monday 5<sup>th</sup> June 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Wellbeing, Recreation & Leisure Committee Minutes

**Membership: 8 + 2 ex-officio**

**Appendices: 3**

**Quorum: 3**

|                                  |   |            |
|----------------------------------|---|------------|
| <b>WRL</b>                       | <p><b>Present:</b> Cllrs: Sarah Allen, Chris Hobbs (Chair), Joe Uttridge, Louise Wilbraham, Tom McKeown, Sarah Smith</p> <p><b>Ex Officio Members:</b> Cllr Yvonne Murray</p> <p><b>Clerk(s):</b> Theresa King, Amelia Luck</p> <p>Mr Andrew Grimmer (Bowls Club), Mr David Rush (Croquet Club), Mr Steve Carrington (Histon Hornets), Mrs Jane Fidler (Tennis Club)</p> <p>1 vacancy</p>   |            |
| <b>WRL23/020</b><br><b>020.1</b> | <p><b>To Receive Apologies for Absence</b></p> <p>Cllrs Stonham and Davies (personal)</p>   |            |
| <b>WRL23/021</b><br><b>021.1</b> | <p><b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b></p> <p>None declared</p>  |            |
| <b>WRL23/022</b><br><b>022.1</b> | <p><b>PUBLIC PARTICIPATION</b></p> <p>No public present</p>   |            |
| <b>WRL23/023</b><br><b>023.1</b> | <p><b>To Approve Minutes of Meetings Held 24<sup>th</sup> April 2023 and 22<sup>nd</sup> May 2023 (Appx 1)</b></p> <p>Proposed Cllr Murray, seconded Cllr Allen, <b>all in favour to approve.</b></p>   |            |
| <b>WRL23/024</b><br><b>024.1</b> | <p><b>Matters Arising from Previous Meetings – Actions list (Appx 2)</b></p> <p><u>WRL22/014 Development of Manorial Waste Site:</u> Verbal update provided by Cllr Wilbraham. Work on hard landscaping due to start week commencing 12<sup>th</sup> June 2023, benches made from recycled materials on order, bee friendly plants being used and hardy trees. Aim to complete all work by end of June 23. Maintenance will be needed after planting - the area will need watering three times a week following completion and through the summer. Area to be laid for siting of Pat Fleet bench Youth shelter painting – suggest publicising at the Feast stall, possible art activity. RFO to advise Clerk of Feast activity, Cllr Wilbraham to lead. The agreement of the lease with Stir is progressing and almost completed.</p> <p><u>WRL23/006.1 Security guard:</u> RFO awaiting costs and signage information from contractor.</p>   | <b>RFO</b> |
| <b>WRL23/025</b><br><b>025.1</b> | <p><b>To review and approve Terms of Reference of this Committee (Appx 3)</b></p> <p>Cllr Hobbs suggested allowing the Committee to co-opt up to five members of the major user groups, to include Croquet Club. Cllr Allen asked whether a representative of any netball club should be included, RFO to ascertain whether any of the clubs using the courts nominate the site as their home base and feedback to committee.</p> <p>Cllr Murray proposed acceptance of the amendment, Cllr Wilbraham <b>seconded and all agreed change.</b></p> <p>Cllr Davies had provided a written update to suggest that Wellbeing was referenced under the Powers section of the terms, with the following text suggested:</p> <p>“Discuss and review general community wellbeing for all ages and work with all relevant stakeholders to help maintain and develop/facilitate new opportunities. The Committee shall be responsible for Wellbeing related Parish Council budgets and put forward annual budgets for consideration by Full Council”.</p> <p>Cllr Wilbraham proposed accepting of this change, seconded Cllr Allen, <b>all in favour</b></p> | <b>RFO</b> |

|                                  |   |            |
|----------------------------------|---|------------|
|                                  | <b>and agreed change.</b>   |            |
| <b>WRL23/026</b><br><b>026.1</b> | <p><b>To co-op representatives of major sporting clubs</b></p> <p>Proposed Cllr Hobbs, seconded Cllr Murray and all <b>agreed</b> to co-opt the following:</p> <p>Mr Andrew Grimmer - Bowls Club<br/>Mr David Rush - Croquet Club<br/>Mr Steve Carrington - Histon Hornets<br/>Mrs Jane Fidler - Tennis Club</p> <p>Histon Cricket Club will be represented by Cllr Uttridge.</p>   |            |
| <b>WRL23/027</b><br><b>027.1</b> | <p><b>To receive Club reports</b></p> <p><b>Bowls Club</b> – an Open Day event to attract new members had taken place on Sunday 4<sup>th</sup> June, and had been very successful with over twenty people attending, publicity on social media had worked well. Sixteen possible new members were being contacted to join the club with a discounted membership for the first year. Councillors who had attended said it was well organised, and that everyone was made to feel welcome.</p> <p><b>Cricket Club</b> – the start of the year had been very wet which delayed matches starting. Thanks were given to the Heads Groundsman for the excellent condition of the pitches. Cllr Uttridge suggested the pinch point at the beginning of the cricket season, when football, cricket and other sports clubs' seasons started or ended, needed to be reviewed in order to reduce the workload on ground staff, suggestions of contractor usage or staggered season starts being suggested, the latter relying on the fixtures for each sport. Cllr Uttridge advised that more Colt teams were running this year with enquiries for more teams, and that it was felt that club had reached capacity of what could be achieved at the Recreation Ground.</p> <p><b>Croquet Club</b> – still a small club in numbers. Running a course for University of the Third Age, with approximately nine members attending. Holding a session with Brownies to introduce them to croquet.</p> <p><b>Histon Hornets</b> – club currently has 32 teams and played 324 games of football in 22-23 season; at the Recreation ground, 63 games were played on the full size pitches with 183 mini soccer matches (total of 246); seventeen full size games and 61 mini football games were played at IVC (total of 78) Thanks were expressed to the Head Groundsman and other grounds staff for the excellent condition of the pitches. There was no excessive damage to the nets and goal posts this year.</p> <p>Mr Carrington requested to have a goal and net available for public use as in previous years, RFO to work with ground staff to see if possible. When reviewing the club arrangements and fees, Mr Carrington asked it be noted that the costs of using IVC for matches included paying a contractor to mark white lines, and that there were issues at the end of the season in playing on pitch 2 with preference being given for cricket and croquet. The Club are talking to other local authorities outside of Histon and Impington regarding facilities, as potentially 35 teams for 23-24 season, including a Parability football team from Cambridge Untied.</p> <p>Cllr Murray asked if the Colts side were of a particular level as this would help with funding for projects, Mr Carrington confirmed Colts were an FA Charter Standard England Club.</p> <p><b>Tennis Club</b> – Mrs Fidler queried the minutes from the meeting in April 2023:</p> <ul style="list-style-type: none"> <li>- Item WRL23/010.1 where the item was described as being “at the request of the Tennis Club”- Cllr Murray explained that as the fees had already been set by the Committee, no formal review by the Council could take place for six months which is why it had to be undertaken as at the request of the Club.</li> </ul> | <b>RFO</b> |

|                  |  |               |
|------------------|--|---------------|
|                  | <ul style="list-style-type: none"> <li>- Item WRL23/008.4 - Mrs Fidler queried why the item on the coffee trailer had not been added to the agenda, this item had been resolved internally with staff as an operational issue.</li> <li>- Item WRL23/008.5 - although Mrs Fidler had been unable to attend the meeting a report had been sent to the then Chair for circulating, which had been missed. Cllr Murray apologised for non-inclusion.</li> </ul> <p>Mrs Fidler thanked the Head Groundsman for the preparation of the grass courts, both at the end of last season and for the current season. The club currently had 196 adult and 115 juniors, totalling 311 members. 129 members had been lost and 38 gained for the current season, which would mean lower incomes for the club. Three men's teams, two ladies teams, 2 mixed teams and 2 Super Seniors teams were currently playing matches. Mrs Fidler thanked the Parish Council for the new fencing around the grass courts, but outlined an issue discovered when play started of balls passing through the panels. This had been addressed by the Parish Council with the purchase of netting, which had been installed with help from volunteers at the tennis club onto the footpath side of the fencing. Mrs Fidler questioned when the second side would be installed, RFO suggested that ground staff were awaiting availability of more volunteers to aid with the installation of the second side. Mrs Fidler requested that consideration for any installation considered Lawn Tennis Association standards, including hard court surface replacement. When this was completed, Tennis Club would also like to request better storage facilities for the tennis nets on both hard court and MUGA.</p> <p>Cllr Murray thanked the clubs for the updates and suggested that by working together with councillors and staff, the Parish Council would gain a better understanding of the needs of each club in order to get future budgeting and planning correct, considering maintenance costs and thereby gaining correct financial baselines.</p> |               |
| <b>WRL23/028</b> | <b>Other Matters</b>   |               |
| <b>028.1</b>     | <p><b>To approve work to replace guttering and downpipes at 12 New Road</b></p> <p>RFO recommended contractor 2. Proposed Cllr Smith, seconded Cllr Hobbs, <b>all in favour to accept Contractor 2.</b></p>  |               |
| <b>028.2</b>     | <p><b>To receive update from Recreation Development Group.</b></p> <p>Email update circulated to Committee by Cllr Davies. Cllr Hobbs verbally provided more information:</p> <ul style="list-style-type: none"> <li>- Masterplan being drawn up by architects, to be taken to Full Council and made available to public for comment.</li> <li>- Having grass pitches limited usage, looking at introducing all weather courts, converting grass tennis courts.</li> <li>- Bring masterplan to Full Council to show costs, future proof Recreation ground for future years with no extra land being available.</li> <li>- If accepted, undertake a pre-submission application for planning permission to see if it is viable.</li> <li>- Cllr McKowen questioned whether the plans would consider the carbon budget of the project, as land captures a lot of carbon and losing it would create a large carbon footprint for the project. Cllr Hobbs to ask question of architects; Cllr Smith said this point was outlined at Full Council when taking on architects was agreed, need reassurances it is being considered so that when the impact is known, mitigation can be looked into and the project considered for its environmental impact.</li> </ul> <p>Mr Carrington asked if shorter term plans could be considered to solve some issues such as catering facilities for clubs, possible extension of the current tea hut and surrounding area.</p>  | <b>CH/RDG</b> |
| <b>WRL23/029</b> | <b>Site walkabout to review the following: Ensuring safe access to all our facilities, Play Area access and safety, Bike rack relocation, Signage, Storage</b>   |               |



|           |  |  |
|-----------|--|--|
| 029.1     | <p>Councillors, staff and Club Representatives walked the site looking at possible security enhancement and safety measures as well as access and other areas of concern, with the aim being to balance safety with accessibility. It was felt that improving facilities would bring more people to the site which would reduce the anti-social behaviour. RFO to produce a list of suggestions for circulation. The committee felt that a workshop to discuss ideas and projects would be beneficial so that the next committee meeting can discuss projects in more detail – RFO and Admin Asst to circulate possible dates for workshop when community room is free. Invite other interested parties who might be able to contribute the experience of areas such as youth work, and any police links that would help with security and anti-social behaviour. Cllr Smith suggested short term projects and needs need to be considered as well as longer term ones, and also requested an update be received regarding the pump track, to show the continued Parish Council backing for the project and status of the project.</p> | <p><b>RFO</b></p> <p><b>RFO/<br/>Admin<br/>Asst<br/>Workshop</b></p> |
| WRL23/030 | <p><b>How to communicate the meeting of 5<sup>th</sup> June 2023 and items for next agenda: Co-option of Sports Club representatives;</b></p> <p><b>Next agenda: Feedback from workshop; Wellbeing; Play Areas; Projects</b></p>   |  |
|           | <p><b>DATE OF NEXT MEETING- 4<sup>th</sup> September 2023, 6<sup>th</sup> November 2023, 22nd January 2024, 4<sup>th</sup> March 2024</b></p> <p><b>Meeting close: 9. 35 pm</b></p> <p><b>Appendix 1: Minutes of the meetings 24<sup>th</sup> April and 22<sup>nd</sup> May 2023</b><br/> <b>Appendix 2: Actions List</b><br/> <b>Appendix 3: Terms of reference</b></p>   |  |

## Commissioning of Mechanical & Electrical Engineering (M&E) Consultant to look at energy generation and energy efficiency opportunities at the Parish Office and Recreation Ground

In 2019 Histon & Impington Parish Council (HIPC) declares a climate emergency. Assigns a goal to become carbon neutral by 2021.

PECT report commissioned in 2019 to look at energy efficiency opportunities.

Covid-19 pandemic has hampered progressing items from that report.

Following discussion in *Nature & Biodiversity* (N&B) and *Land, Assets & Infrastructure* (LA&I) committees Cllr McKeown agreed to investigate Solar Photovoltaic (PV) Carports as recently installed at South Cambs District Council's (SCDC) offices. [<https://hisimpcouncil.sharepoint.com/:b:/s/land/Eb7CIVN-kX5EqVQpONDA5X8B0q-ticv6pRahjwmL6XbF6A?e=IIHZrn>].

Discussion with Procurement Officer at SCDC brought up issues with solar carport, and suggestions for delivering other options. For example

- Carport frame not an off the shelf item; structural design, fabrication details to look at.
- Assumption that curved roof on the parish building makes Solar PV difficult maybe incorrect.

Recommended commissioning an M&E Consultant to get these answers. [Meeting notes - <https://hisimpcouncil.sharepoint.com/:w:/s/land/EWdkve2sM5ZLuJtsm0cD6GYBh-uV2EiEbPJ-6DSz5TjymQ?e=3IRqqD>]

### Proposal

Commissioning of a M&E Consultant to investigate the feasibility of sustainable energy generation and energy efficiency opportunities at the Parish Offices and Recreation Ground. Including, but not limited to, rooftop solar PV, carport solar PV, wind turbine, air source and ground source heat pumps, insulation and passive cooling. Also, to provide estimations of efficiency and carbon savings from above measures.

M&E report would complement PECT report. Materials, technology and costs have moved on since 2019. Would provide detail into feasibility and implementation of the larger projects.

Joint LA&I, N&B and *Wellbeing, Recreation and Leisure* (WRL) workshop to look at report and decide upon actionable projects to take forward. This would also feed into Rec Development Group's (RDG) plans and contribute to the Climate Change Action Plan proposed in Agenda Item 23/028.5

## **Histon & Impington Parish Council Recreation Development Group (RDG)**

### **RDG Report June 2023**

#### **Introduction**

Following agreement from the Parish Council at its March meeting to approach professional advisers to seek quotes to develop a Masterplan for the Recreation Ground, the RDG would now like to bring forward this resolution to the Full Parish Council;

***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***

#### **Background**

Four professional advisers were contacted and provided with the same information.

Two advisers took up the offer of a site visit in the second half of April and they both submitted quotes.

Members of the RDG met online on Thursday 11<sup>th</sup> May to discuss the quotes and from discussions a clear preference for one adviser emerged namely Wilby & Burnett.

Wilby & Burnett (W&B) is a multi-disciplinary practice of chartered surveyors and chartered architects providing in-house design and management of all types and sizes of building project – from inception to completion. Founded in 1979, based in Saffron Walden, the practice operates throughout the UK and abroad with a concentration of work in London and the south-east of England. W&B have been previously used by the Parish Council in managing projects including the installation of the Cricket Nets in 2016, and they were also involved with Cottenham Community Centre.

An online meeting with W&B was held on Wednesday 17<sup>th</sup> May, this was attended by Chris Hobbs, Neil Davies and Michael Scott. The meeting was positive and some further information requested so that a full proposal could be placed before the Full Parish Council at its meeting on Monday 19<sup>th</sup> June.

W&B's quote is to take produce the Masterplan (a master plan is a dynamic long-term planning document that provides a conceptual layout) and then hopefully to the Pre Planning Application. The resolution clearly sets out the stakeholder consultation that needs to happen.

There will be a need to engage specialist professional advice at various times as potentially outlined in the following project stages and there will need to be an element of flexibility;

#### **At conception**

- Appoint W&B to develop the overall brief and masterplan

#### **Up to pre-app stage**

- Confirm Wilby & Burnett's appointment as architect to develop the masterplan to
- Commission the service capacity analysis, if there is a concern over the potential cost escalation, such as a requirement for a new substation
- Appoint transport consultant following development of brief
- Appoint BREEAM consultant (if client's wish to pursue BREEAM accreditation, alternatively, may be required as part of planning permission)

### **Up to planning stage**

- Confirm Wilby & Burnett's appointment as architect to develop the masterplan to planning
- Appoint drainage consultant for initial proposals regarding rainwater run-off and foul water discharge, to help support planning application
- Commission ecology survey to help support planning application
- Commission flood risk assessment
- Commission topographical survey
- Commission tree survey

### **For detailed design stage**

- Appoint architect, contract administrator, quantity surveyor, principal designer (Wilby & Burnett can offer all of these services if required)
- Appoint drainage consultant for this stage
- Appoint structural engineer
- Appoint mechanical and electrical consultant

### **Appointing Specialist service providers**

W&B have suggested using Renkap which offers a one-stop platform where they can apply for quotes for various surveys that are collated quickly and consistently, ensuring that the comparative quotes are truly comparable. This will save a substantial amount of time and would replace the more traditional method of contacting specialists directly.

### **Sustainability**

This has been briefly discussed with W&B who have suggested BREEAM (Building Research Establishment Environmental Assessment Method), this is a validation and certification programme that was created by the BRE to set a standard for sustainability for new building projects. Please see the links below for further information on this accreditation system:

<https://www.thenbs.com/knowledge/what-is-breeam>  
<https://bregroup.com/products/breeam/>

W&B have experience of BREEAM on a number of projects and have successfully achieved a 'very good' rating for all of these projects. There can be financial implications that BREEAM can have upon a project, adding a substantial amount of additional work for all consultants and contractors at all stages of the project. From W&B's experience they would recommend the appointment of a BREEAM consultant at the earliest opportunity in order to give the best chance of a successful delivery of sustainability.

Once W& B are appointed there will be an opportunity to discuss specific environmental considerations.

### **Funding of work**

Likely to be funded out of Parish Council General Reserves

Finance Report to be inserted

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- **Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;**
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- **Notice of conclusion of audit**
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

| Completion checklist – 'No' answers mean you may not have met requirements |  | Yes | No |
|--|--|-----|----|
| All sections   | Have all highlighted boxes have been completed?  | ✓   |    |
|  | Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?                | ✓   |    |
| Internal Audit Report  | Have all highlighted boxes been completed by the internal auditor and explanations provided?   | ✓   |    |
| Section 1  | For any statement to which the response is 'no', has an explanation been published?  | ✓   |    |
| Section 2  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?  | ✓   |    |
|  | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?   | ✓   |    |
|  | Has an explanation of significant variations been published where required?  | ✓   |    |
|  | Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?   | ✓   |    |
|  | Has an explanation of any difference between Box 7 and Box 8 been provided?  | ✓   |    |
| Sections 1 and 2   | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. | ✓   |    |

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2022/23

## HISTON AND IMPINGTON PARISH COUNCIL

www.hisimp-pc.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Yes      | No*    | Not covered**      |
|--|----------|--------|--------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.   | ✓        |        |                    |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓        |        |                    |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | ✓        |        |                    |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | ✓        |        |                    |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓        |        |                    |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   |          |        | ✓ No Petty Cash    |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | ✓        |        |                    |
| H. Asset and investments registers were complete and accurate and properly maintained.   | ✓        |        |                    |
| I. Periodic bank account reconciliations were properly carried out during the year.  | ✓        |        |                    |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.   | ✓        |        |                    |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")  |          |        | ✓                  |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   | ✓        |        |                    |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓        |        |                    |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).   | ✓        |        |                    |
| O. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.  | Yes<br>✓ | No<br> | Not applicable<br> |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/05/2023 DD/MM/YYYY DD/MM/YYYY

H. HEELS (HEELS & LODGE)

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 19/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### HISTON AND IMPINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

|   | Agreed |     | "Yes" means that this authority:  |
|---|--------|-----|---|
|   | Yes    | No* |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | responded to matters brought to its attention by internal and external audit.   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A   |
|   | ✓      |     | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.   |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

19/06/2023

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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## Section 2 – Accounting Statements 2022/23 for

### HISTON AND IMPINGTON PARISH COUNCIL

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2022<br>£ | 31 March<br>2023<br>£ |   |
| 1. Balances brought forward                                 | 836,381               | 937,718               | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies                          | 389,156               | 399,661               | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 146,960               | 64,480                | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 158,337               | 177,712               | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 29,417                | 28,667                | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments                                   | 247,025               | 227,880               | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7. (=) Balances carried forward                             | 937,718               | 967,600               | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments           | 926,123               | 947,648               | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets | 1,738,659             | 1,746,632             | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | 187,983               | 167,564               | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

| For Local Councils Only                                    | Yes | No | N/A |   |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | ✓   |    |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | ✓   |    |     | The figures in the accounting statements above do not include any Trust transactions.                         |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

26/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

19/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

HISTON AND IMPINGTON PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

**Histon & Impington Parish Council**  
**Income & Expenditure Account**  
**01/04/2022 to 31/03/2023**

(Last) Year  
31 Mar 2022

(Current) Year Ended  
31 Mar 2023

**Income**

|   |            |
|---|------------|
| 46 Wellbeing, Recreation & Leisure Income | 41,216.08  |
| 40 Income                                 | 411,485.62 |
| 42 Land, Assets & Infrastructure Income   | 8,508.00   |
| 48 Other income                           | 2,850.98   |
| 50 -Finance, Governance & Legal           | 80.49      |
| EXPENDITURE                               |            |

**£464,141.17**

**Expense**

|   |            |
|---|------------|
| 60 Nature and Biodiversity EXPENDITURE        | 22,044.60  |
| 50 -Finance, Governance & Legal               | 274,885.37 |
| EXPENDITURE                                   |            |
| 55 Land, Assets & Infrastructure              | 13,310.63  |
| EXPENDITURE                                   |            |
| 38 S106 Reserves Histon                       | 3,402.78   |
| 70 Wellbeing, Recreation & Leisure            | 50,740.50  |
| EXPENDITURE                                   |            |
| 30 Other Reserves                             | 8,721.00   |
| 85 Youth                                      | 23,872.00  |
| 90 General Reserves Spend                     | 27,194.20  |
| 39 S106 Reserves Impington                    | 5,838.04   |
| 36 Wellbeing, Recreation and Leisure Reserves | 4,250.00   |

**£434,259.12**

**General Fund**

|                          |                           |
|--------------------------|---------------------------|
| Balance at 01 Apr 2022   | <b>400,677.18</b>         |
| ADD Total Income         | 464,141.17                |
|                          | 864,818.35                |
| DEDUCT Total Expenditure | 434,259.12                |
|                          | 430,559.23                |
| DEDUCT Reserves Balance  | -12,274.52                |
| Balance at 31 Mar 2023   | <b><u>£442,833.75</u></b> |

**£400,677.18**

Reserves:

Earmarked Reserve Balance £524766.39

# Histon & Impington Parish Council

## Donations & Grants Application Form

(Sections with a \* must be completed)

|  |  |
|--|--|
| <b>Full title of Organisation/Group*</b>   | Cambridgeshire County Council – Cambridgeshire Libraries   |
| Name and Address of Spokesperson*<br><br><br>Telephone no.:<br>E-mail address:   | Shelley Hale<br>Histon Library<br>School Hill<br>Histon, CB24 9JE<br>07810152343<br>Shelley.Hale@cambridgeshire.gov.uk   |
| Please give details of representative in your Organisation/Group from whom additional information may be obtained if required (if different from above)*:        | As above   |
| Describe the Aims and Purposes of your Organisation/Group*.<br><br>How many Histon/Impington Residents does your group currently benefit?*                       | <p>To select, evaluate and acquire library materials in varied formats to meet and respond to the needs of our diverse community. To promote literacy and disseminate useful daily information to the people and encourage lifelong learning through its reading materials and resources.</p> <p>To provide opportunity, ensuring freedom and equal access to information for all members of the community, to educate and enlighten them.</p> <p>To maintain and preserve books, materials and resources with historical, cultural, social, economic and archival value, and other related materials in an organized collection to provide members of the community these materials and enriched their personal and professional lives.</p> <p>To provide materials and resources that entertain and inspire as well as services offering space for people and information to come together, and programs that would create library awareness and consciousness.</p> <p>Histon Library benefits all the local community that it serves.</p> |
| Amount of Funding applied for*:  | £250.00  |
| Please explain why your Organisation/ Group is applying for funding and the purpose for which it will be used. (Please use 1 additional A4 sheet if necessary.)* | <p>The purpose of the grant is to help fund the annual Summer Reading Challenge at Histon Library and to support events and activities promoting the library and reading held during the year. The Summer Reading Challenge is a national initiative co-ordinated by The Reading Agency and aimed at preventing a 'dip' in children's reading over the summer holidays.</p> <p>Children are challenged to read at least 6 books during the summer holidays. Children who join the scheme are issued with a membership folder on which they can record details of the books they have read. They are issued with stickers and</p>   |

|   |   |
|---|---|
|   | <p>other materials as incentives and library staff and volunteers are on hand to talk to children about what they have read and to recommend other books. This is a particularly valuable aspect of the challenge. All children who complete 6 books are awarded a medal and certificate at a special presentation ceremony after school in the library and, to which council members are warmly invited.</p> <p>Cambridgeshire Libraries will fund the Summer Reading Challenge stationery, promotional materials, certificates and medals. Your contribution helps to fund any additional staff hours which we use to go into local schools to promote the challenge, as well as pay for the training of volunteers and the planning and running of events and activities, which add value to the experience of the Summer Reading Challenge.</p> |
| <p>What is your current annual income?</p> <p>What are your sources of income?</p> <p>What is the sum of cash and deposit funds currently available to your organisation/group?</p> <p>Please provide a copy of your last annual accounts if you prepare them, or Charity number</p>  | <p>Government funded statutory service</p>  |
| <p>I hereby apply for a grant for assistance towards the running costs of the above organisation and I confirm that the information given above is, to the best of my knowledge and belief, correct.</p> <p>Signed.....Shelley Hale.....Date.....26.04.23.....</p> <p>Position in Organisation/Group.....District Library Manager.....</p> <p><b>Check: All * boxes completed <input type="checkbox"/> Accounts attached <input type="checkbox"/> Purpose for grant explained <input type="checkbox"/></b></p> <p><b>Completed form and a copy of annual accounts should be sent to:</b><br/> <b>The Parish Clerk, Histon &amp; Impington Parish Council, The Recreation Ground, New Road Impington</b><br/> <b>CB24 9LUe-mail:clerk@hisimp.net Tel. no. 01223 235906</b></p> |   |