

NOTICE OF MEETING: **HISTON & IMPINGTON PARISH COUNCIL**
TIME: **7.30pm**
DATE: **Monday 17th July 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
12th July 2023

Members: 19 Quorum: 7

AGENDA FRONT SHEET



	** Refreshments served from 7pm**	
23/034	<u>To Receive and Approve Apologies for Absence</u>	
23/035	<u>To Receive Declarations of Interests and Dispensations</u> To receive declarations of pecuniary interest from Councillors on items on the agenda To receive written requests for dispensations for disclosable pecuniary interests (if any) To grant any new requests for dispensation as appropriate	
23/036	<u>Date(s) of next Committee Meetings</u> Upcoming dates shared on events page of www.hisimp-pc.gov.uk , detailed under agenda item 041 and calendar invites emailed to all	
23/037	<u>Public Participation</u> To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	15 Mins
23/038	<u>To Approve minutes of the meeting held 19th June 2023 attached</u>	For Decision
23/039	<u>Matters Arising from Previous Meetings</u> – <i>for information only</i> <u>Actions List - attached</u> Any other Matters Arising to report	5 Mins To note
23/040	<u>To Receive Reports</u> – <i>for information only</i>	10 Mins
040.1	<u>Monthly reports</u> from County and District Councillors – <u>attached</u>	
040.2	<u>Clerk's Report</u> – <u>attached</u>	
040.3	<u>Chair's Report</u> – <u>attached</u>	For Decision

23/041	<u>To Accept Committee Reports</u> - <i>note actions and accept</i>	15 Mins
041.1	<u>Employment and Transformation</u> informal Zoom session held 10 th July to progress Terms of Reference and Committee structure	
041.2	<u>Land, Assets and Infrastructure</u> draft minutes 13 th June <u>attached</u> Next meeting due 12 th September 2023	
041.3	<u>Planning Committee</u> draft minutes 27 th June 2023 <u>attached</u> . Next meeting due 18 th July 2023	
041.4	<u>Wellbeing, Recreation & Leisure</u> . Update from workshop held 3 rd July 2023 including the role of a potential Young Persons Development and Sports Co-Ordinator, for discussion only following review from Employment and Transformation Committee and Finance, Governance and Legal. <u>Draft Paper attached</u> detailing possible duties and responsibilities	
041.5	<u>Dates of upcoming Committee meetings:</u> <u>Nature & Biodiversity</u> Next meeting due 24 th July 2023 <u>Finance, Governance & Legal</u> meeting 26 th June rescheduled to 31 st July 2023	
23/042	<u>To Receive Finance & Administration Report</u>	10 Mins
042.1	To note payment of accounts under delegated approval – see RFO Report <u>attached</u>	For Decision
042.2	To approve payment of outstanding accounts due– RFO Report <u>attached</u>	
042.3	To report on amounts paid in	
23/043	<u>Other Matters</u>	20 Mins
043.1	<u>Emergency Tree Works: The Coppice</u> Beech Tree causing subsidence to property in The Coppice Impington, recommendation from structural report recommends felling of Tree. Quote received from Parish Council approved contractor provided to Councillors to review and make a recommendation. <i>Amount quoted higher than Clerks Delegation limit, papers provided to Councillors only due to personal details of occupiers of the property and views of their legal representative included, both which are required to make an informed decision</i>	All For Decision
043.2	<u>Commitment to Replant following felling of Beech Tree</u> subject to approval of 043.1, to approve delegation to Nature & Biodiversity to replant two trees on Parish Council owned land	
043.3	<u>Purchase of Two Shipping Containers</u> one to be sited in the compound for Parish Council owned equipment associated with the upkeep of open space, to be funded by S106. The other container to be sited on the Recreation Ground for storage of Parish Council owned community equipment including Speedwatch, Road Closure signs, The Bier, Christmas Lights. To agree to delegate to Clerk and Groundstaff to progress and spend up to £7500 (noting £3600 to be spent from S106)	
23/044	<u>Communicating the July Full Council Meeting and Request Matters For Next Agenda/s:</u>	5 mins
044.1	<u>Next Agenda:</u>	
23/045	<u>Next Full Council:</u> Monday 18 th September 2023	

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

10 Appendices attached

Full Council Minutes

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

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

	<p>biodiversity can be more effectively assessed in council decision making, including the project development and sign off process and bring a proposal back to Full Council as soon as possible.</p> <ul style="list-style-type: none"> • The Parish Council will seek to increase engagement with and (where appropriate) support for other local organisations engaged in or coordinating climate change action. It will engage with the community on climate change and nature, including schools and youth groups. • That a standing item be placed on the Full Council agenda to review progress against the above items. <p>Standing Orders suspended to allow member of Eco Fest Committee to address Council. Jennifer Ramos spoke in favour of the proposed motion, detailing:</p> <ul style="list-style-type: none"> - Thank you to the Parish Council for supporting the recent Eco Fest, well attended with 200 people visiting - Aspirations work with the Parish Council on initiatives - Climate Action Plan is a fantastic way to follow up action at the Eco Fest - Best practice is to have a plan to reach net Zero, examples available at other Parish Councils - Should be mainstreamed across all Council business - Expressed support for the motion and urged the Council to consider supporting <p>Resident present queried the cost to the community to implement the action plan and projects within the plan. Cllr Smith replied noting, no cost to the Community to produce a plan which is the item on the agenda for decision. To complete a plan will simply be time for those willing to help.</p> <p>Standing Orders re-instated. Members queried:</p> <ul style="list-style-type: none"> - Baseline for monitoring - Item should be quarterly on the agenda <p>Proposed Cllr Smith, seconded Cllr Uttridge, majority in favour, motion agreed. 2 members of the public left the meeting.</p>	
029.6	<p><u>To agree to funding up to £7,500 to fund a Tree Officer</u> consultancy contract on a one-year trial basis. Paper provided to all detailing proposal (Appendix 7). Cllr Smith outlined Parish Council benefits and requirements from the role including, quick action following tree surveys, review of trees following storm damage, input on bio-diversity aspects, support to staff on resident queries. Discussion on formula to work out funding discussed; Cllr Smith worked with RFO to produce paper following research into average rate of a Biodiversity Officer. Professional indemnity to be included within requirements. Proposed Cllr Smith, seconded Cllr Stonham, majority in favour, 1 against, funding agreed</p>	
029.7	<p><u>Planning Committee</u> draft minutes 16th May and 6th June 2023 provided to all and accepted. Next meeting due 27th June 2023</p>	
029.8	<p><u>Wellbeing, Recreation & Leisure</u> draft minutes 22nd May and 5th June 2023 provided to all and accepted. Next meeting due 4th September 2023</p>	
029.9	<p>Motion with supporting paper provided to all (Appendix 8) Commissioning of Mechanical & Electrical Engineering (M&E) Consultant to look at energy generation and energy efficiency opportunities at the Parish Office and Recreation Ground</p> <ul style="list-style-type: none"> • HIPC undertakes a quote gathering exercise for an M&E Consultant to look at sustainable energy generation and energy efficiency opportunities at the parish office and recreation ground. • Council to approve spend up to £6k delegated to Cllrs McKeown, Smith working with Clerk and or RFO to proceed with best value quote • Findings/report to be reviewed and recommendations shared with the Recreation Development Group <p>Members noted the 2019 report on the Community Room and recommendations from the report, some of which Council have now completed. Members expressed support and the need to gather information to assist with planning projects and development of the site and Parish Council assets. Proposed Cllr Stonham, seconded Cllr Smith all in favour and agreed</p>	

029.10	<p>Motion with supporting paper provided to all (Appendix 9) Recreation Development Group request Council to consider:</p> <p>Proposed Cllr Davies:</p> <ul style="list-style-type: none"> Histon & Impington Parish Council agree to the appointment of Wilby & Burnett to develop a masterplan at a cost of £6720 excluding VAT. Masterplan to then be reviewed and approved by Recreation Development Group and its Stakeholders with a recommendation to Council prior to submission for pre planning application. Additional specialist professional advice may be required from other providers as the project develops, an initial overall budget of £10,000 is requested for this work and that the Recreation Development Group is authorised to commission this work when needed. Masterplan to include recommendations from any energy efficiency review undertaken by Histon & Impington Parish Council <p>Cllr Davies outlined a Masterplan is a key document to guide the Council to future growth and development potential. The paper outlines the recommendations of the Recreation Development Group.</p> <p>Cllr Crockford queried the budget required for other specialist advice, Cllr Davies confirmed this will be for drainage, transport, services reviews etc to ensure a complete Masterplan.</p> <p>Proposed Cllr Davies, seconded Cllr Hobbs all in favour and agreed</p> <p>4 members of public left the meeting.</p>	
23/030	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 10)</p> <p>030.1 To note payment of accounts under delegated approval, noted</p> <p>030.2 To approve payment of outstanding accounts. Proposed Cllr Hobbs, seconded Cllr Stonham all in favour</p> <p>030.3 To report on amounts paid in, noted</p> <p>030.4 To resolve to approve the Annual Governance Statement by resolution. Proposed Cllr Stonham, seconded Cllr Davies, to approve Annual Governance Statement. Cllr Carrington abstained</p> <p>030.5 To consider the Accounting Statement Accounting Statement noted, Cllr Carrington abstained</p> <p>030.6 To resolve to approve the Accounting Statement, to be signed by the Chair of the meeting Proposed Cllr Stonham, seconded Cllr Crockford, Accounting Statement approved, Cllr Carrington abstained</p>	
23/031	<p><u>Other Matters</u></p> <p>031.1 <u>Histon & Impington Flower Festival</u> to approve spend up to £50 for Parish Council display, all in favour and agreed</p> <p>031.2 <u>Review of Half Yearly Donations and Grants:</u> Application provided to all from Histon Library for £250 for library resources to help fund the Summer Reading Challenge. Proposed Cllr Hobbs, seconded Cllr Moore, all in favour and approved, Cllr Davies abstained.</p> <p>031.3 <u>Communications Working Group</u> to confirm membership and working group remit. Agreed to form Task & Finish group with a membership of: Cllrs Moore, Murray, Payne, McKeown, Allen. Noted Cllr McKeown working with Office Team on first draft of Community Engagement Policy. Members noted the need for minutes for a meeting to be published prior to community or press engagement.</p> <p>031.4 <u>To Agree to form an Editorial Team</u> for review and submission to HI Lights Magazine. Remit of group to be finalised following approval of contract with HI Hub. All in favour and agreed membership of all Committee Chairs and Office Team. Councillors agreed that as Planning Committee does not currently have a Chair, Cllr Crockford would take on this role for the committee. HI Lights Magazine timetable and submission requirements to be circulated to members</p>	<p>Clerk</p> <p>GM/DWP /TMK/SA /Office</p> <p>Comm Chairs/ Office</p>

031.5	<p><u>Histon & Impington Town Charity</u> error noted at AGM, Council to confirm continuation of Brian Ing and Marian Cleaver as nominated representatives and Cllr Moore as Observer role. Standing Orders suspended to allow Max Parish to speak to item. Mr Parish advised Council of the need to ensure the Parish Council does have some form of oversight noting the two nominated representatives are not serving Parish Councillors. Standing Orders reinstated. Proposed Cllr Stonham, seconded Cllr Davies all in favour to agree Mr Ing and Mrs Cleaver as nominated representatives for the term of Council 2022 – 2026 and Cllr Moore as an annual observer role.</p>	GM
031.6	<p><u>Hub Contract HI Lights Magazine</u> to review and approve draft 12-month purchase contract for pages in HI Lights Magazine to the sum of £3690 and start up grant to sum of £6453.50. Noting draft, copy provided to Councillors only. Draft contract reviewed by Cllrs Moore, Stonham, Murray, Davies working with the Clerk. Cllr Davies strongly urged Council to consider the need for Parish Council material to be posted in December (currently excluded from the contract) to include well wishes to the community as previously done in the Hisimp News. Councillors apologised for the oversight of not realising the contract was for three editions and an additional cost would be required for material in the December edition. Following debate, motion was taken to vote: Proposed Cllr Carrington, seconded Cllr Hobbs, 5 in favour, 7 abstentions, 1 against. Contract approved, to be signed by the Clerk. Amended motion proposed by Cllr Hobbs: Proposed to amend contract to include a 1-page entry in the December edition within the agreed contract at no additional cost. Proposed Cllr Hobbs seconded Cllr Davies, all in favour, 1 abstention noted. Clerk to sign contract. <i>Post meeting note, noting the recommendation of the Clerk at the time was the motion was not carried, an amended motion was taken to vote. Following advice, members were advised on email on Tuesday 20th June, the original motion was in fact carried and passed as those abstaining counted towards the quorum.</i></p>	Clerk
031.7	<p><u>To Approve spend from S106 funds</u> for improvements to the Community Room to include:</p> <ul style="list-style-type: none"> Up to £2000 on thermal fire-retardant blinds delegated to RFO and Clerk Up to £9500 for air conditioning in the community room and heating/cooling in the Parish Office subject to energy efficiency advice (see agenda item 030.9). Delegated to Clerk and RFO to proceed with best value option working with Cllrs McKeown and Smith to ensure Parish Council climate emergency aspirations are met <p>Councillors expressed the need for professional advice from the contractors to ensure installation of air conditioning/heating is more efficient than existing methods. Proposed Cllr Wilbraham, seconded Cllr Hobbs all in favour and agreed</p>	<p>Clerk/ RFO</p> <p>Clerk/ RFO/ TMK/SS</p>
031.8	<p>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. All in favour and agreed, 2 members of public left the meeting</p>	
031.9	<p>Clerk updated all on staffing levels and challenges. Holiday cover for Ground staff in place. Item for Employment and Transformation Committee to review staff levels and requirements</p>	
031.10	<p><u>To Review and Approve Draft Lease for Land at School Hill</u> - for designated decking/seating area at School Hill for Stir including delegation to Chair, Vice Chair and Clerk to progress with signing of lease subject to no further changes from either party. <i>Draft lease provided to Councillors only due to confidential views and recommendations from Parish Council solicitor within documentation.</i></p> <p>Amendment to motion proposed by Cllr Murray to read: To Review and Approve Draft Lease for Land at School Hill for designated decking/seating area at School Hill for Stir including delegation to Chair, Cllr Wilbraham, Clerk and RFO to progress with signing of lease Proposed Cllr Hobbs, seconded Cllr Stonham majority in favour and approved. 1 vote against noted</p>	YM/LW/ Clerk/ RFO
031.11	<p><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> all in favour and agreed</p>	

23/032	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA <u>No item agreed</u>	
23/033	Next Full Council: Histon & Impington Parish Council Monday 17 th July 2023	
	Meeting closed: 9.32pm Appendix 1: Action List Appendix 2: County Councillors Report Appendix 3: District Councillor Report Appendix 4: Clerk's Report Appendix 5: Chairman's Report Appendix 6: Climate Emergency Appendix 7: Tree Officer Appendix 8: M&E Consultant Appendix 9: Report from Rec Development Group Appendix 10: Finance Report including AGAR	

Item ref	Detail	Target Completion Date	Responsible	Status	Outcome
Oct-20					
20/074.3	Emergency Plan Review	Aug-23	Clerk	Awaiting Flood Plan for possible inclusion	
May-22					
22/009.1	Review of Committee Delegations	May 2023 for AGM	Clerk to relevant Committee	With Committees for review and approval	
Oct-22					
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	
Jun-23					
23/031.1	Manorial Waste/Stir - details of Heads of Terms following a meeting with PC Solicitor	March agenda	Working Group	Draft provided to Stir for review	
23/031.3	Communications Working Group	Sept Agenda	Working Group	Draft paper reviewed by Staff to be shared with Working Group for review and recommendation	
23/031.4	Editorial Team - to review submission to HI Lights Magazine for submission 1st August	31st July		Email sent to members	

COUNTY COUNCILLOR'S REPORT JUNE 2023



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<https://hiopcouncillors.wordpress.com/>



I thought I'd take a lovely picture of bees for the month but it transpires bees aren't early risers, so here's an equally important although with slightly less impressive PR pollinator; the hover fly.*

**this is a personal opinion not backed up by scientific data, perhaps I'm doing bee's a disservice but there wasn't much evidence of them at 8am on a Saturday morning.*

CONTENTS: Sustainable Travel Zone in Cambridge, Busway dispute, EW Rail, 20mph scheme in Histon and Impington, VOI Scooters, Orchard Park street parking, Priorities capital fund launches, Children's social work academy, The Library presents, Eco Fest, Financial update

Transport and sustainable travel

Greater Cambridge Partnership – Making Connections – Sustainable Travel Zone next steps. The GCP agreed to halt further work on the model consulted on in the autumn but not to stop further assessment of some form of road charge and to review options looking at various combinations of the same charge, a lower charge, shorter hours/peak hours only and free days. Expect further updates in the autumn.

County Council business – the Busway Dispute directly quoting the council 'The County Council has been working hard to ensure the long-term future of the Guided Busway, as a safe, sustainable and effective part of our local infrastructure, which millions of passengers rely on.

COUNTY COUNCILLOR'S REPORT JUNE 2023

Following positive discussions with BAM Nuttall, the case will no longer be going to court as all parties have reached an undisclosed, confidential settlement.

This settlement gives the council the confidence it needed to secure the long-term future of the busway.'

EW Rail government has announced that a route to the south of the city has been chosen but there are still a lot of processes and potentially a change in government for this scheme to negotiate.

20mph zone in Histon and Impington – as part of the towns' 20mph project the 20mph proposal for Histon and Impington has reached consultation stage. Please have your say on this. The consultation runs until 28 July.

https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/traffic-regulation-orders/permanent-traffic-regulation-orders?fbclid=IwAR0cs8F2nir-hHo6ZsWLT_5IHODXptT1AwMNU2AeZBk48yP7vzqLZfQK5h4

VOI Scooters – I am pleased to report VOI scooters have returned to our streets. I have been in ongoing communication with the Combined Authority and our local MP to encourage them to work through the issues at the Department of Transport. I recognise that across the communities there is something of a love/hate relationship with these scooters but on balance they do seem to be a well used and useful addition to travel options. Hopefully I now have better links with the Combined Authority in relation to bad street parking issues, and parking area locations. So please get in touch if you have these types of issue and I will chase up.

Orchard Park street parking a small group of us met with County Council officers to look at different ways to improve some of the parking issues. There will be further updates at the community safety meeting on July 11.

Supporting Communities

County Council Communities Priorities Capital Fund - applications from communities to open summer 2023 Communities can apply for a grant of up to £40,000 for projects which will improve community cohesion. Applications now invited for phase 1.

Children's social work academy as a response to the issues in recruitment across the council significant work is being done on recruitment, apprenticeships and skills training. A children's social work academy is one such example, similarly the council is buying a small number of properties to make the council less reliant on privately run homes for looked after children which are staggeringly expensive.

The Library presents – check out the excellent programme of events from the library service including a workshop and performance in Histon and other events in nearby libraries

<https://www.library.live/the-library-presents>

COUNTY COUNCILLOR'S REPORT JUNE 2023

Eco Fest I was sad not to be able to attend the Eco Fest in Histon and Impington but it coincided with a family activity first booked for 2020 which we were finally able to attend. I have been blown away by the pictures and level of support for this initiative locally.

Financial update

Cambridgeshire County Council ended financial year 2022/23 with an overspend of just 0.2% of it's annual budget (£728,000) despite serious inflationary pressures. There were large costs from home to school transport, larger than expected income in some areas due to a slow recovery from Covid and the impact of a national shortage of placement for children with very specialist mental health needs. These increased costs were largely mitigated elsewhere.

The central issue, however, is that Cambridgeshire is woefully underfunded from central government. It is a growing county with a lot of pressure from government to grow its population but the funding we receive is based on population figures from over 10 years ago. The settlement has not been updated to reflect local needs. This leaves the council with problems which will take many years of detailed work and not just patch fixing.

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.

Government Structure in Cambridgeshire *detailed responsibilities*

COUNTY COUNCILLOR'S REPORT JUNE 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

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien Clerk	11th July 2023

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:

- Security operative is now in the second week of operation, positive feedback from users received to date and no damage to property whilst operative was in attendance. Few examples of observations and tasks completed:
 - Observation and education to young people in attendance of where they can ride/park scooters and bicycles
 - Positive interaction with users
 - Reporting of broken play equipment
 - Medical assistance to a sports player
 - Assistance to someone who had broken down
 - Ensured toilets were used correctly (removed someone vaping)
 - Organised sport activities were completed with no incidents reported
 - Visual check on all amenities daily
- Damage to Crossing Keepers Hut, door has been removed and boarded for safety. **Consideration is required into its use and how this is made safe**
- **Update from Pump Track Charity** – progress update report expected, to be circulated to all once received
- Parish Council flower display for the Flower Festival created by staff

ACTION FOR CALL COMMITTEES

- **Dates of meetings to consider precept request and start of 3 Year Plans:**
Nature & Biodiversity: 14th November
Highways, Drainage & Formal Spaces: 7th November
Planning & Development: 21st November
Wellbeing, Recreation & Leisure: 6th November

All requests to be with the RFO by Friday 24th November

Meetings Attended:

- Agenda setting and debrief with Cllr Moore
- Agenda setting with Cllr Murray and Stonham
- One to one meeting with staff including wellbeing checks
- Discussion with Liz Hill, Hi Lights regarding publication and requirements
- Briefing with Ark Security

Chair's Report

My first council meeting was an interesting one to chair with many innovative and joined up projects delivered across the committees by so many councillors. Thanks to all of you who made this first meeting so enjoyable.

It was also great to see increasing numbers of the public coming to our meetings to learn more about Histon & Impington Parish Council. I hope this continues.

I was also very encouraged to see the cross-functional way we are working with Sport & Recreation and Nature & Biodiversity projects coming together to consider Recreation Development with a firm eye on Climate Friendly initiatives and methodology being included from the 'off' in this project. The restructuring of HIPC Committees over a year ago was designed to do just this.

I am pleased to see this cross-functional way of working continuing this month with the consideration of a Youth worker which will go through due process with oversight from Employment and Finance. By working together and bringing different perspectives into our considerations there is potential for increasingly successful and sustainable delivery of our projects.

There have been many projects coming through my inbox this last month and all of them show such proactivity and energy from our Councillors it is a joy to see these come through and to be part of the team commenting and reviewing the potential.

Work still needs to be done in defining the process flow and guidelines so we can support the work of our staff to bring ideas/projects to Committee. The increasingly bold projects coming through Council and increased spend needs to run through the RFO and Finance Committee to ensure that the increased delivery by this Council is matched by the Governance of the Finance and Employment Committee. High level the process is:

1. Papers to the Clerk for review and consideration – Second Monday of every month
2. RFO to run through the projects to identify the effect on the budget.
3. Meeting of the Clerk, Chair and Vice Chair to consider and complete the agenda.

I encourage you to make early and optimum use of our Staff team when submitting agenda items so that time can be given to the work needed to begin to support and advise the Finance Committee in their aim for itemised budgets and supporting Committees creating three-year plans. I need to be organized myself on this. I would also like to Thank Chelsea for the follow-up with HI Hub on the HI Lites magazine to ensure that our Parish Council has the best process in place for this important new venture.

Finally, a Thank you to all the Councillors who manned the stall at the Feast and to the Feast Organisers. Thank you also to the Clerk who has taken away an action to write a Thank you letter to the Feast Organisers, the organisers of the ECO Fest and The Village Society for their Chivers Exhibition. Three key events for the village. I hope that if the ECO Fest is to be an annual event, then the Parish Council will be in attendance from next year with a 30-day pledge to confirm for the event or maybe even longer.

A reminder that there is no Full Council in August due to the summer break. You will see from our lighter agenda this month that Council is making sure all work is in progress to cover us over the summer. September Council will see the start of our preparations for the budgetary process which is key to support the projects above.

The Finance Committee meeting on 31st July will be key to getting a process in place for that process.

May I wish you all the very best of Summer Holidays and look forward to increasing the work coming through Council when we return to our normal Full Council timetable from September.

Yvonne Murray

Histon & Impington Parish Chair

Land, Assets & Infrastructure Committee Minutes

Quorum: 3

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011.8	<u>LHI Survey Review</u> item for next agenda to review projects. Cllr McKeown to re-circulate draft article on Station Road issues to stimulate community input.	TMK
011.9	<u>MVAS Approved Locations</u> list of approved locations provided to all, item to be removed from the list. Sealed bid for second MVAS machine as approved at Full Council had been successful and machine has now been delivered to the Office. Clerk to liaise with Community Speedwatch to share raw data with Councillors and other interested parties or residents	Clerk
011.10	<u>Purchase of Road Safety Signs</u> delivered and now in storage at The Recreation Ground for community use. Item to be removed from the list	
011.11	<u>Glazed Pavilion</u> Clerk verbally updated on visit to site where pavilion is stored. Photos provided to members show the framework is in decline and many of the glass panels are broken. Planning permission has expired, and the Committee removed project from list last year noting no suitable locations in the village could be found and the cost to restore and install is likely to more than the value of the pavilion making the project not financially viable. Clerk to contact Ms Nudds to offer first refusal (as per written agreement). Should Ms Nudds not wish to take possession of the pavilion, item for agenda to agree how to dispose/recycle structure.	Clerk
LAI/23/12	Projects 22/23	
012.1	<u>Bell Hill Planters</u> Office team and residents working together to ensure planters are planted and a maintenance plan in place	
012.2	<u>Privately Funded Highways Initiative Access Control Barriers</u> – response received from the road safety team, awaiting review from County Officer scheduled for July. Response to be circulated once received	
012.3	<u>County Council 20mph Initiative</u> application submitted, timetable requested	
012.4	<u>Histon & Impington 20mph Zone</u> - Expression of interest submitted to Combined Authority, timetable requested	
LAI/23/13	Other Matters	
013.1	<u>Terms of Reference</u> copy provided to all for review. Discussion outlined: <ul style="list-style-type: none"> - Flood Plan to be a higher priority - Links to Neighbourhood Plan to be included noting aspiration for village wide active travel plan - Establish links with schools to document routes - Need for 3-year Financial Planning - Addition of Fire Plan - Removal of assets register, to be transferred to Finance, Governance and Legal Committee <p>Cllr Moore briefed the Committee on the proposal to change the name of the Committee to Highways, Drainage and Formal Spaces. The reasoning was to ensure clarity in the title of the Committees remit. Proposed Cllr Jocelyn, seconded Cllr Moore, all in favour to accept changing of Committee name and Terms of Reference as working document</p>	
013.2	<u>Local Highways Initiative Application 2024</u> to consider schemes and plan funding for next application for discussion at the next meeting on 12 th September and approval at September Full Council (18 th September), including schemes suitable for Active Travel Funding tranche 5. Action agreed for Cllr McKeown to review survey data and draft article for community consultation, article to note all projects are subject to safety audits.	TMK
013.3	<u>To Review and Approve Installation of Village Information Boards</u> <u>Guns Lane, Histon</u> agreed to work with the Village Society to produce an information board of the route/history similar to the one installed in Westwick. Members in support of	Clerk

<p>013.4</p> <p>013.5</p> <p>013.6</p> <p>013.7</p> <p>013.8</p>	<p>Clerk sourcing costing and presenting and next appropriate Committee meeting The Brook Discussion on whether to reinstate two information boards on the duck platform. All in favour Clerk to proceed with sourcing costings for re-instatement of information boards as existing. Cllr McKeown noted need for a more inclusive review of the village required, noting memorials in the village with no information/plaques.</p> <p>To authorise expenditure of £2800 + VAT for grab lorry (roughly 5 return trips) and traffic management (noting no access to the site) for clearance of surplus soil and various other items at the Burial Ground. Delegate to Clerk to proceed as a matter of health of safety. All in favour to accept quote, Clerk to contact contractor to ensure work is completed outside of peak time and safe diversions are in place for the cycle/footpath.</p> <p>Ambrose Way report from recent walkabout provided to all to review options. Cllr Moore shared the views of residents with the committee including:</p> <ul style="list-style-type: none"> - Change of priority making Mill Lane principal route - Street signage to be updated to show Ambrose Way as cul-de-sac - Possible weight restriction of Mill Lane to be explored - Relocation of Give-Way sign <p>All in favour to consult with residents of Mill Lane (4-40) to establish brief for project prior to consultation with County Council. Clerk and Cllr Moore to draft letter</p> <p>Former Infant School Playing Field Clerk updated all on current usage and area used by the Early Years Centre for the Forest School. It was noted the site currently has no bins and organised sports are not charged for usage. The building is still in the ownership of Cambridgeshire County Council but currently leased to Cambridgeshire Music until circa 2027</p> <p>To Approve installation of street name plates for Milton Road and Butt Lane, Impington, proposed Cllr Moore, seconded Cllr Stonham all favour and agreed. Clerk to progress application with South Cambs District Council</p> <p>Flood Plan Cllr Moore provided all with an update of a free offer to install water level telemetry in Histon and Impington. This would enable real- time monitoring of water levels, collecting data to check for seasonal patterns and keeping residents informed of potential rising of water levels. Previous letter drop carried out to be repeated and leaflet produced for the Feast Market to recruit volunteers to form a local Flood Group, including a Flood Plan Co-ordinator to help with implementing the plan when required. Clerk to contact SCDC to schedule presentation to the Committee from Lee Hillam, Principal Operations Manager/Environment Awarded Watercourses. Cllr Moore to contact Brook Primary to check procedures in place for sudden rising of water and evacuation routes to feed into plan</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/GM</p> <p>Clerk</p> <p>Clerk</p> <p>GM</p>
<p>LAI/23/014</p>	<p>ITEMS FOR NEXT AGENDA</p> <p>Review of LHI Projects</p>	
<p>LAI/23/015</p>	<p>DATE OF NEXT MEETING</p> <p>Next Meeting Tuesday 12th September 2023</p> <p>Meeting closed: 9.30pm</p>	

Minutes of Histon & Impington Parish Council Planning and Development Committee

Tuesday 27th June 2023

7.30pm, Community Room, Recreation Ground

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

Agenda No:	Present: Cllrs: Simon Jocelyn, Walter Davey, Sarah Allen, Jennifer Crockford, Yvonne Murray, Steve Carrington Clerk: Amelia Luck	
P23/036	TO ELECT CHAIR OF COMMITTEE All agreed to nominate Cllr Jocelyn as chair of this meeting only.	
P23/037	To Co-Opt Members To Committee All agreed to Co-Opt Jennifer Crockford and Steve Carrington to the committee	
P23/038 038.1	APOLOGIES FOR ABSENCE Apologies received from Cllrs Payne, Leonard and Stonham Cllr Cahn was absent	
P23/039 039.1	MEMBERS DECLARATIONS OF INTERESTS None	
P23/040 040.1	PUBLIC PARTICIPATION None	
P23/041 041.1	MINUTES OF MEETING HELD Tuesday 6th June 2023 Accepted	
P23/042 042.1	MATTERS ARISING None	
P23/043 043.1 043.2 043.3	TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED <u>23/02197/HFUL 8 Henry Morris Road, Impington</u> conversion of existing garage and study into a semi-independent flat including rear and side infill extension, replace and raise existing external storage roof to gable wall. All agreed to make a recommendation of refusal due to inadequate parking according to HIM05 of the Neighbourhood Plan. If SCDC officers are minded to approve we would require adequate parking to be demonstrated. Approval would also be subject to the condition that the semi-independent flat should be used by family members of the household and not hired out to external persons. <u>23/02089/FUL 15-17 High Street, Histon</u> first floor rear extension, replacement windows and shop front, slate roofing, insertion of rooflights, and removal of rear chimney stack. All agreed to make a recommendation of approval. we support the highways officers comments in regard to a transport plan. However, we would request that this takes into account pedestrians towards the front of the building as this property is located on a busy high street. <u>23/02010/HFUL 17 College Road, Impington</u> single storey extension to rear, enclosed porch area to front, first floor side and front extension over the existing garage. All agreed to recommend approval on the condition that the applicant can demonstrate adequate parking in accordance to item HIM05 of the Neighbourhood Plan which we believe is plausible upon looking closely at the proposed plans.	
P23/044 044.1	PLANNING CORRESPONDENCE RECEIVED <u>None</u>	
P23/045 045.1	HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points <u>Histon & Impington Village Design Guide SPD</u>	For information only

P23/046 046.1	OTHER MATTERS <u>Clerks report –</u> deferred to next meeting	Clerk
P23/047 047.1	ITEMS FOR NEXT AGENDA None	
P23/048	DATE OF NEXT MEETING(S) 18th July, 8th August, 29th August 2023	
	Meeting Closed: 8:20pm	

Draft Young Persons Development and Sports Coordinator


Main Duties and responsibilities:

To work directly with children and young people, delivering a high-quality youth work provision where children and young people thrive in their local community. This includes: -

- Identifying and pursuing sources of funding for projects that will help improve services and resources for young people.

To monitor and identify areas of anti-social behaviour around the villages and find ways to tackle these issues.

- To act as an out of hours sports facilitator at the recreation ground
- Communicating with parents and community groups to win support for projects.
- Acting as an advocate for the youth to parents and community groups by forwarding their interests to the Parish Council
- Gaining trust and respect from the youth to develop lasting relationships with them.
- Establishing boundaries for the youth and correcting inappropriate behaviour
- Assessing young people to develop plans and deliver programs related to different areas including fitness and anti-social behaviour.
- Setting targets for progression and monitoring the quality of youth work provision in partnership with the Parish Council

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- • To support the development and delivery of innovative youth programmes
 - • To and maintain relationships with relevant stakeholders (e.g., schools, police, and voluntary groups)
 - • To establish contact and maintain professional relationships with children and young people and their families

- • To initiate dialogue with young people that will lead to a greater uptake of existing services
 - • To support the motivation and development of volunteers • To maintain quality of service provision including giving directions to other workers and volunteers where appropriate
 - • To carry out any relevant administration in support of the smooth running of the youth work project
- General Duties & Responsibilities:
- • To build and maintain professional relationships with children and young people that support the principles of youth work
 - • To maintain personal and professional development to meet the changing demands of the job
 - • Comply with requirements with regards to health and safety, safeguarding, security, finances, and all other matters subject to Parish Council policies and partner organisations policies
 - • To work in ways that promote equality of opportunity, participation, and responsibility
 - • Ensure that all personal ways of working are consistent with the values and culture of the Parish councils' ethos.
- Developing and implementing ways to involve young people in projects, for example, by providing feedback or being involved in decision making.

Person Specification

You are.

- Positive and self-driven, able to work both independently and as part of a team.
- Flexible in your approach (this is a pilot project and will be developed as we learn)
- Resilient, able to handle the responsibility that dealing with the emotional well-being of vulnerable young people can bring.

Education, qualifications, or experience

- Able to demonstrate a good level of understanding, with relevant qualifications in safeguarding young people and adults and understand the Parish Councils Health and safety policies.
- Experience of youth work and delivering high quality youth services
- Experience of case work and working with young people with emotional and well-being support needs
- Experience of partnership working in service delivery
- Excellent communication skills with the ability and confidence to establish positive relationships with children and young people (and their families) and motivate them to participate in creative and healthy activities.
- Excellent organisational and administration skills
- Strong literacy skills with the ability to write reports and evaluations.
- Strong attention to detail
- To be able to prioritise effectively and multi-task in a sometimes busy and stressful environment.
- Politically and creatively aware and 'plugged in' to issues affecting young people today with an understanding of the role of social media in young people's emotional lives.
- Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership.
- Ability to represent the Parish council and give presentations at meetings and stakeholder events.
- Ability to think strategically using field, desk, and academic research to inform views.
- Understanding and appreciation of the importance of monitoring and evaluation
- A believer in strongly supportive environments, sharing and being open.
- Ability to operate within professional boundaries when developing and maintaining relationships with young people.
- Understand and apply the principles of confidentiality.
- A genuine respect and regard for young people
- Commitment to personal and professional training opportunities
- Understand and demonstrate a willingness to promote positively the Equal Opportunities of the Parish, District and county councils.

Supporting Information for the Appointment of A Young Persons Development & Sports Coordinator.

Situation,

Over the past 12 months we have been experiencing an increased number of incidences of antisocial behaviour at the Recreation Ground, despite reporting these events to relevant authorities, they have continued to increase leaving Parish staff feeling vulnerable in their working environment and witnessing low level vandalism on site.

Task,

To look at ways in which we can reduce the antisocial behaviour at the Rec and in the wider Community.

Action,

We undertook a site inspection to assess ways in which we can make the facility more secure and deter antisocial behaviour, the site survey brought up some suggestions that would make the site more secure, however the consensus was that it would not make a material difference to the antisocial behaviour and would be costly and time consuming to implement.

One suggestion from Councillor Allen was that we should look at employing someone to engage the young people.

This led the group to have a working session to look at how this role could potentially address the issues. A working party was held July 3rd, in attendance Chris Hobbs, Neil Davies, Louise Wilbraham, Joe Uttridge, Jane Fidler, Tom McKeown, Dan Clifton, Steve Campin and Yvonne Murray

The group started the discussion by determining how the Recreational Ground is used at present, the result was that it is used more as a sports ground than a recreational ground.

Whilst looking at the positive/negatives of the current usage of the Recreational Ground, we found that the positives were heavily focussed on the provision for organised sports. Whilst recognising recreational activities are available and used such as the playground, the majority of the activity is still centred around organised sports. The negatives focussed on the lack of activity when organised sports are not present.

This echoes the work that the Rec Development group are doing on increasing the limiting access that grass pitches provide.

The initial solution was based on opening the recreational ground to more people for non-organised sports, to increase footfall and have a responsible adult present throughout the time period we see the most antisocial behaviour.

This proposal was quickly expanded to focus on engaging and developing young people to make the recreational more inclusive and address the well being of young people in the villages.

Therefore, our proposal is:

That the Parish Council should explore engaging, on a trial a **Young Persons Development & Sports Coordinator.**

Draft Job Description and Key Task with a draft Personal Description are attached.

Contributing Thoughts,

Currently there are 3 ways in which to tackle antisocial behaviour.

1. Increased security moves the problem to a different area,
2. Divert and Engage the individuals in to more meaningful activities
3. Tolerate the problem until it resolves itself or escalates.

It is the considered opinion of youth workers and this working party that option 2 is the most effective long-term solution.

Finance Report to be inserted