

NOTICE OF MEETING: **HISTON & IMPINGTON PARISH COUNCIL**
TIME: **7.30pm**
DATE: **Monday 18th September 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
13th September 2023

Members: 19 Quorum: 7

AGENDA FRONT SHEET



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| | ** Refreshments served from 7pm** | |
| 23/046 | <u>To Receive and Approve Apologies for Absence</u> | |
| 23/047 | <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 | |
| 23/048 | <u>Date(s) of next Committee Meetings</u> Upcoming dates shared on events page of www.hisimp-pc.gov.uk , detailed under agenda item 053 and calendar invites emailed to all | |
| 23/049 | <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 |
| 23/050 | <u>To Approve minutes of the meeting held 17th July 2023 attached</u> | For Decision |
| 23/051 | <u>Matters Arising from Previous Meetings</u> – <i>for information only</i> <u>Actions List</u> - <u>attached</u> Any other Matters Arising to report | 5 Mins To note |
| 23/052 | <u>To Receive Reports</u> – <i>for information only</i> | 10 Mins |
| 052.1 | <u>Monthly reports</u> from County and District Councillors – <u>attached</u> | |
| 052.2 | <u>Clerk's Report</u> – <u>attached</u> | |
| 052.3 | <u>Chair's Report</u> – <u>attached</u> | |

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| 23/053 | <u>To Accept Committee Reports</u> - <i>note actions and accept</i> | 15 Mins |
| 053.1 | <u>Finance, Governance & Legal</u> draft minutes 31 st July <u>attached</u> . Next meeting due 25 th September | |
| 053.2 | <u>Planning Committee</u> draft minutes 18 th July, 8 th August, 29 th August <u>attached</u> . Next meeting due 19 th September | |
| 053.3 | <u>Wellbeing, Recreation & Leisure</u> draft minutes 4 th September <u>attached</u> . Next meeting 6 th November to discuss precept request and three-year plan | |
| 053.4 | <u>Dates of upcoming Committee meetings:</u> <u>Nature & Biodiversity</u> Next meeting due 3 rd October 2023 <u>Highways, Drainage and Formal Spaces</u> Next meeting due 9 th October <u>Employment and Transformation</u> Next meeting due 30 th October 2023 | |
| 23/054 | <u>To Receive Finance & Administration Report</u> | 10 Mins |
| 054.1 | To note payment of accounts under delegated approval – see RFO Report <u>attached</u> | For Decision |
| 054.2 | To approve payment of outstanding accounts due– RFO Report <u>attached</u> | |
| 054.3 | To report on amounts paid in | For Decision |
| 054.4 | To note receipt of External Audit Report <u>attached</u> | |
| 23/055 | <u>Other Matters</u> | 30 Mins |
| 055.1 | <u>To agree</u> to purchase wreath and donations for Remembrance Sunday, spent up to £100 in accordance with powers under General Power of Competence | For Decision |
| 055.2 | <u>To Accept Invitation to meet with MP Anthony Browne</u> to approve attendance of Clerk and Chair, <u>details attached</u> | For Decision |
| 055.3 | <u>To approve additional spend for installation of Air Conditioning in the Community Room and Heating/Cooling system in the Parish Office</u> following review of initial quote, a higher energy efficiency system was requested to include a timer. Quote has now increased and additional funds of £2431 are required (£9332 already approved) | For Decision |
| 055.4 | <u>Operational Health & Safety Work required at Recreation Ground Play Area</u> following completion of independent Play Area Inspection, following work identified as required (report attached): <ul style="list-style-type: none"> - Repairs to wooden support beams on Cherry Multi Play (only manufacturer will repair) - Recommendation to replace safety surfacing surrounding Cherry Multi Play - Recommendation to replace safety surfacing surrounding roundabout | For Decision |
| 055.5 | <u>Operational Health & Safety Work required at Village Green Play Area</u> following completion of independent Play Area Inspection, following work identified as required (report attached): <ul style="list-style-type: none"> - Repair to safety surface edging on slide - Replacement of safety surfacing surrounding flat swings | For Decision |
| 055.6 | <u>Friends of Histon & Impington Community</u> Report for Histon & Impington Parish Council August 2023 <u>attached</u> | |
| 055.7 | <u>To consider and approve</u> a Full Council workshop to be held in late September to discuss possible projects for three-year plans. | For Decision |
| 055.8 | <u>Council to consider and approve</u> delegation to Clerk and Chair to write letter to Luton Airport to highlight the concern of Histon & Impington Residents around noise from the change of flight paths | For Decision |

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| 055.9 | <u>To consider and approve</u> delegation to Clerk and Chair to write to Hains Daniels to highlight the concern of Histon & Impington Residents around noise from factory | For Decision |
| 23/056 | <u>Communicating the September Full Council Meeting and Request Matters For Next Agenda/s:</u> | <i>5 mins</i> |
| 23/057 | <u>Next Full Council:</u> Monday 16 th October 2023 | |



**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 17th July 2023**

6 Appendices attached

Full Council Minutes

| Agenda No: | | Action/ Power |
|------------|---|---------------|
| | <p>Present: Cllrs: Yvonne Murray (Chair), Steve Carrington, Jennifer Crockford, Neil Davies, Christopher Hobbs, David Legge, James Leonard, Tom McKeown, Sarah Smith, Edd Stonham (Vice Chair), Joe Uttridge, Louise Wilbraham</p> <p>Clerk(s): Chelsea O'Brien; Theresa King</p> <p>Members of Public: 2</p> <p>Dist Cllr(s): Hansraj and Cahn (in part)</p> <p>Cty Cllr: Hathorn (in part)</p> | |
| 23/034 | <p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Joseph Adam (work), Sarah Allen (personal), Aga Cahn (personal), Walter Davey (personal), Simon Jocelyn (personal), Geoff Moore (personal), Denis Payne (personal)</p> | |
| 23/035 | <p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>None declared</p> | |
| 23/036 | <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 23/041 and calendar invites emailed to all.</p> | |
| 23/037 | <p>PUBLIC PARTICIPATION</p> <p>Resident of Garden Walk present to request support from the Parish Council to assist with establishing a working relationship with Cambridgeshire County Council with the aim of improving the flooding situation for properties of Garden Walk. County Officers and Cllr Payne have visited the property, but dialogue has now stalled. Aspirations of residents is for the site to be connected to the existing land drainage network and Anglia Water to connect the properties to the main water provision rather than septic tanks. Councillors present expressed support and noted the Clerk would write to the CEO of the County Council to request clarification of the current position and any works programmed to alleviate the problem. County Councillor Hathorn did note she was unable to speak on the matter noting a legal proceeding is underway.</p> | Clerk |
| 23/038 | <p><u>TO APPROVE minutes of the meeting held 19th June 2023</u></p> | |
| 038.1 | <p>Proposed Cllr Stonham, seconded Cllr Crockford all in favour Chair to sign as a true and accurate record of the meeting, approved. Cllr McKeown abstained from the vote.</p> | |
| 23/039 | <p><u>MATTERS ARISING</u></p> | |
| 039.1 | <p>Action list provided to all (Appendix 1) and accepted.</p> <p>Additional discussion on:</p> <ul style="list-style-type: none"> - Draft Lease provided to Stir to review. Cllr Murray to check copy has been received and date for comments to be received. - Editorial Team, email sent to team noting content to be received by 31st July. | YM |
| 23/040 | <p><u>REPORTS TO NOTE</u></p> | |
| 040.1 | <p><u>County Council</u> written monthly report June copied to all and accepted (Appendix 2) covering: Transport and Sustainable Travel, Making Connections Consultation, Busway Dispute, East West Rail, 20mph Histon and Impington, VOI Scooters Supporting Communities, Eco Fest, Financial Update. Additional discussion on: Double Yellow Lines Cottenham Road now installed. Cllr Carrington noted the instant improvement. Cancellation of Strawberry 50 likely to make national news.</p> | |

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| | <p>LHI news Cllr Hathorn verbally updated on South Cambridgeshire being the most competitive area, results have yet to be published. Garden Walk Cllr Hathorn urged Council to consider writing to Anglia Water to encourage connecting the houses to the mains water provision. Cllr Davies queried update on contacting MP Lucy Frazer to arrange a walkabout to view the poor conditions of the roads, Clerk to write to MP Office, also inviting prospective political candidates.</p> | Clerk |
| 040.2 | <p>District Councillor Report written monthly report July copied to all and accepted (Appendix 3) covering: Histon & Impington 20mph, Greater Cambridge Shared Partnership ISO accreditation, Million Hours Fund Open for applications. Additional discussion on: Anti-Social Behaviour meeting Cllr Hansraj updated all on progress in Orchard Park and encouraged all incidents to be reported to the Police via 101. Three calls in 30 days will highlight the area and prompt a Police presence. Chief Constables survey link to be shared on Parish Council website and social media. Cllr Crockford noted the Million Hours Fund opportunity for Council to consider for future projects.</p> | YM |
| 040.3 | <p>Clerk's Report written report provided to all and accepted (Appendix 4). Clerk outlined dates of Committee meeting to discuss precept and budget setting and requested Committees to start considering projects to be timetabled in three-year plans.</p> <p>Damage to Crossing Keepers hut noted, site is currently fenced off awaiting repair. Action for Highways, Drainage and Formal Spaces Committee to discuss future uses for the site.</p> | HDFS Comm |
| 040.4 | <p>Chairman's Report written report provided to all and accepted (Appendix 5). No additional items raised.</p> | |
| 23/041 | <p>To Accept Committee Reports</p> | |
| 041.1 | <p>Employment and Transformation informal Zoom session held 10th July to progress Terms of Reference and Committee structure. Date of next meeting scheduled 2 October 2023 to review feedback from staff Review and Development sessions.</p> | |
| 041.2 | <p>Land, Assets and Infrastructure draft minutes 13th June provided to all and accepted. Next meeting due 12th September 2023.</p> | |
| 041.3 | <p>Planning Committee draft minutes 27th June 2023 provided to all and accepted. Next meeting due 18th July 2023</p> | |
| 041.4 | <p>Wellbeing, Recreation & Leisure. Cllr Hobbs provided verbal update from workshop held 3rd July 2023 including the role of a potential Young Persons Development and Sports Co-Ordinator. Draft paper detailing duties and responsibilities provided to all to assist with discussion. Cllr Hobbs noted the spectrum of anti-social behaviour taking place at the Recreation Ground and noted this role would not solve the issue of criminal damage currently taking place, but it would give the opportunity for the Council to engage and gain an understanding of what to provide for young people of the villages and to build a programme of activities from the feedback. Cllr Murray noted the need for Employment to review staffing needs and the impact on the staff team should the Council decide to employ rather than engage. Cllr Stonham, Finance Chair noted the proposed salary mentioned at the meeting could result in an estimated precept increase of 8.9% (equating to roughly £11 per band D household). In depth review to be undertaken by Finance Committee. Cllr Davies advised Council to be cautious of creating roles and spend to date noting commitments from Council regarding the Recreation Development and Pump Track. Creation of this role could result in a Council annual spend of £60k on Youth provision. Cllr Uttridge, having witnessed the ASB first hand, noted this will not solve the ASB issue on site but supported Council reviewing the youth provision.</p> <p>Cllr Smith identified the review of Youth provision is key to this role and should be emphasised within the documentation.</p> <p>Cllr Davies requested further feedback is required and to be considered, to ensure work of existing providers is not being duplicated.</p> <p>Cllr Leonard requested consideration into engaging rather than employing person to ensure cover and support from a larger organisation with the expertise and contacts to ensure continuity of the role.</p> <p>Cllr Stonham suggested the review of Youth provision can be undertaken at any time by a contracted service and perhaps should take place prior to engagement/employment. Cllr</p> | |

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| 041.5 | <p>Murray thanked all for their comments, item for Employment and Transformation and Finance, Governance and Legal Committee to review and provide a recommendation.</p> <p>Dates of upcoming Committee meetings: Nature & Biodiversity Next meeting due 24th July 2023 Finance, Governance & Legal meeting 26th June rescheduled to 31st July 2023</p> | ET/FGL Comm |
| 23/042 | TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 6) | |
| 042.1 | To note payment of accounts under delegated approval, noted | |
| 042.2 | To approve payment of outstanding accounts. RFO verbally reported on two additional accounts for payment: Ark Security £480, Cambridgeshire County Council £1000. Proposed Cllr Davies, seconded Cllr Stonham, all in favour | |
| 042.3 | To report on amounts paid in, noted. | |
| 23/043 | Other Matters | |
| 043.1 | <p>Emergency Tree Works: The Coppice Beech Tree causing subsidence to property in The Coppice Impington, recommendation from structural report recommends felling of Tree. Parish Council insurance company have been informed of the request to fell the Beech Tree. Cllr Smith requested Council to seek legal advice regarding possible claims and the view of admission of liability if the Council do decide to fell the tree. Clerk to contact Ashtons to seek clarity.</p> <p>Proposed Cllr Stonham, seconded Cllr Uttridge to delegate to Cllrs Smith, Murray working with the Clerk and/or RFO to review legal advice and ensure no liability to the Parish Council. On receipt, to proceed with engagement of contractor to fell the Beech Tree. All in favour and approved.</p> <p>Cllr Stonham noted the decision to fell will ultimately be with South Cambridgeshire District Council as the planning authority.</p> | Clerk |
| 043.2 | Commitment to Replant following felling of Beech Tree subject to approval of 043.1, to approve delegation to Nature & Biodiversity to replant two trees on Parish Council owned land. Proposed Cllr Stonham, seconded Cllr Uttridge, all in favour and approved . | |
| 043.3 | Purchase of Two Shipping Containers , 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). Clerk clarified location, proposed Cllr Stonham, seconded Cllr Uttridge all in favour and approved . | Clerk/ Grounds taff |
| 23/044 | <p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>No item agreed.</p> | |
| 23/045 | <p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 18th September 2023</p> | |
| | <p>Meeting closed: 8:57pm</p> <p>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: Finance Report</p> | |

| Item ref | Detail | Target Completion Date | Responsible | Status | Outcome |
|---------------|--|------------------------|----------------|---|---------|
| Oct-20 | | | | | |
| 20/074.3 | Emergency Plan Review | Aug-23 | Clerk | On Sharepoint for Highways, Drainage and Formal Spaces to review with view of including a fire plan | |
| 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 | Clerk to review criteria | |
| 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 October | 22nd September | | Email sent to members | |
| Jul-23 | | | | | |
| 23/037.1 | Email to be sent to CEO @ Cambridgeshire County Council to request County position with regards to flooding of residential properties on Garden Walk | Sep-23 | Clerk | Email sent 06.09.2023 - no reply to date | |
| 23/043.1 | Emergency Tree Works at The Coppice | ASAP | Clerk | Application submitted to SCDC, response from PC Solicitors awaited | |
| 23/041.4 | Young Persons Development and Sports Co Ordinator | | ET/FGL Comm | Review to be undertaken by Finance and then Employment Committee | |

COUNTY COUNCILLOR'S REPORT JULY & AUGUST 2023



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CONTENTS: Busway cycle path maintenance, highways weed strategy, hedge cutting, Waterbeach busway, Stagecoach buses and the new term, Voi Scooters, Making Connections, Mere Way



Transport and sustainable travel

After a pleasant summer where I wondered what I would put in this report a string of issues have blown up, which while frustrating does at least provide good content.

Busway cycle path to begin on a gentle note. I cycled to and from St Ives with my son on a school strike day in July, on the north bound journey we noticed an abandoned petrol scooter a few hundred metres from Station Stores, we were really impressed to see it had been removed by our return journey at 9.30am. I know there are issues with bus shelters which have been reported but the team do often do an excellent job with very little credit.

Getting the tree guards in Orchard Park removed feels as unobtainable as walking on Mars but when they're on form the busway maintenance team are excellent. The most important thing is to report issues, I am always happy to receive those reports and forward them.

COUNTY COUNCILLOR'S REPORT JULY & AUGUST 2023



Highways weed strategy. The last 12 months have presented some of the worst possible conditions for highways particularly in a context of cumulative underinvestment and roads in an extremely poor state of repair. The winter's weather conditions characterised by deep freezes followed by heavy rain repeating across the season were catastrophic for the road surface and created a situation across the division, county and country where it was not physically possible to deal with the deluge of work in a timely manner. Every single council was desperately competing for the same materials, man power and machinery to increase capacity.

As a response to the loud calls from residents to fix the pot holes money was reallocated from other parts of the highways budget to attempt to deal with this. In a context of a council underfunded by £23million from government by population size, inflation like we had not seen in the previous decade where the cost of each job sky rocketed the only way to increase funding is by reallocating budgets from one place to somewhere else, there is no spare money.

One of these re allocations was the annual cyclical weedkilling budget. Last year this would not have been less of a problem with extended drought conditions but unfortunately the summer has presented us with optimum conditions for growing weeds. All things being equal the County Council would have not made this decision and it is being reviewed for next year this autumn, but if the winter presents conditions as bad as last year something will no doubt have to be cut to cope with the level of work.

Hedge cutting Now that bird nest season is over September is a great month to cut back hedges. Please report any overgrown hedges to the parish council in the first instance in Histon and Impington. Details in regards to Orchard Park to be updated at the community council meeting. Keeping hedges maintained makes a big difference to the ease with which people can use pavements and roads and move easily around the community.

Waterbeach busway There were fewer responses, I believe, to this public GCP consultation (388) than to the His Imp 20mph consultation which I think is worth noting. HiHub speculated that the Impington bus stop was chosen to serve the possible new Trinity Science Park North but I think that extremely unlikely. The stop represents the best balance of a service accessible to west Impington

COUNTY COUNCILLOR'S REPORT JULY & AUGUST 2023

residents and those working at the business parks in the vicinity. There is too little money to invest in bus stops for speculative future developments.

Stagecoach buses and the new term. To try to manage demand on the busway Stagecoach has created a new 8a service with stops around Orchard Park and along Histon Road, the busway A service has reduced the number of Histon road stops it makes to try to encourage Cambridge city and Orchard Park residents onto the 8a rather than taking up spaces for passengers heading to destinations on the busway. I contacted Stagecoach about the issues residents have with buses at peak times in Histon, Impington and Orchard Park. Please if you find buses are full and you can't get a space let me know and I will report back to Stagecoach it is only by them having a handle on the scale of the problem that we can attempt to improve things.

Voi scooters after extensive back and forth with the Combined Authority, Lucy Frazer MP and the Department of Transport Voi scooters have returned to our streets. The 'dead spot' on the busway which prevented journeys from Histon and Impington to Cambridge North station has been rectified and I have a contact who I can go to where there are issues with scooter parking.

GCP Making Connections – at this point in time work to improve buses is being accelerated and work on any form of congestion charge is being stopped. Neither the County Council joint administration nor the Liberal Democrat County Council group within the Joint Administration has formed a view on whether it would have supported the GCP proposals of a £5 peak time congestion charge with 50 free days. Both the South Cambs Liberal Democrats and City Labour political groups voted to reject the proposal. As these groups both hold large majorities their votes reflect the view of the respective councils. This removed the need for the County group to reach a decision. This is not because we weren't taking this seriously it's because it is the most challenging decision in a generation and there are a very wide range of views which have been debated constantly.

What is most frustrating is the void we see from central government. Michael Gove as Minister for Levelling up talked about 'supercharging Europe's science capital' Cambridge he also talked about a 'ring road' and 'congestion free' streets but provided no detail as to how these transformations would happen, meanwhile at local level members of his party have been the most vociferous in attacking proposals to tackle congestion whilst not providing any plausible alternatives.

What is clear about this decision is that a very large group of people are bitterly disappointed by what this stopping of work means for the future of the city and another group are relieved. It also fails to provide any answers as to how the city will deal with slowly building congestion levels and air pollution issues. This in turn impacts on the ability of Stagecoach to deliver services, unpredictable city congestion levels severely impact the reliability of their service.

COUNTY COUNCILLOR'S REPORT JULY & AUGUST 2023

Mere Way the section 278/ section 106 development of Mere Way by Urban and Civic (Waterbeach new town planners) began over the summer. Visually it looks quite radical and should look greener and more country lane like over the coming months. On balance I think it is worthwhile as it will revolutionise the opportunities for post 16 education and jobs for a significant number of people in Landbeach and Waterbeach but the impact on an historic bridleway is a difficult thing to balance. I wish it had been handled differently but the approach was predetermined at initial planning stage when the section 106 conditions were agreed around 2018.

I have been working with Waterbeach Cllr Anna Bradnam to try to get changes made in the way these section 106 decisions are made. In particular there should probably have been a requirement to undergo a public consultation as the thought processes and decisions behind the final design decisions would have been more open to scrutiny. Urban and Civic did liaise extensively with stakeholders including equestrians, cyclists and local farmers even though there was no requirement to do that, I believe we are lucky that they are the town planners others would behave far more cynically. What comes out is how difficult building new towns is, there is stuff to learn but in building projects with billions of pounds invested there are going to be mistakes.

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 *detailing responsibilities*

COUNTY COUNCILLOR'S REPORT JULY & AUGUST 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

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| REPORT TO: | Full Council | |
| AUTHOR/S: | Chelsea O'Brien Clerk | 6th September 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:

- No anti-social behaviour issues or vandalism recorded at the Recreation Ground in the last 8 weeks. Net in goal post stolen at South Road
- Cricket square winter preparations underway with both squares scarified. Tennis and Bowls scheduled for October
- Container delivery has taken place
- Glebe Way Burial Ground clearance has now taken place, Gatehouse Road Allotment clearance scheduled for first week of October
- Phase 1 policy review taken place – on SharePoint for Councillors to review and comment
- Emergency Plan review taken place on SharePoint for Highways, Drainage and Formal Spaces Committee to review and comment



ACTION FOR CALL COMMITTEES

Dates of meetings to consider precept request and start of 3 Year Plans:

Wellbeing, Recreation & Leisure: 6th November

Highways, Drainage & Formal Spaces: 7th November

Nature & Biodiversity: 14th November

Planning & Development: 21st November

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



Meetings Attended:

- Agenda setting and debrief with Cllr Moore and Cllr McKeown
- Agenda setting with Cllr Murray and Stonham
- One to one meeting with staff including wellbeing checks
- Resident meeting to discuss New Road works and repairs
- Site visits to Burial Ground, Homefield Park, The Green, War Memorial with Ranger and Admin Assistant

External Meetings

The Office has been made aware of Councillors arranging meetings with residents and stakeholders without the knowledge of the Office team.

It is important from a safeguarding and insurance aspect that all meetings in which a Councillor is attending to represent the Council are logged with the Office for the Council diary. It is also best practice to not attend these meeting alone, to meet in public places and not private residential properties and to always have a colleague or member of staff present to ensure there is an accurate record of the meeting.

Quotes from the Good Councillors Guide:

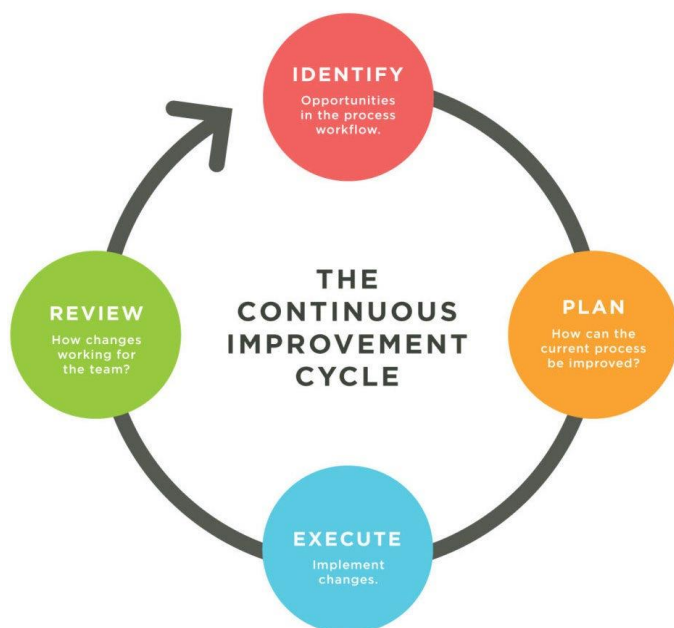
“Where councillors, clerk and chairman work together as a team they combine knowledge and skills to deliver real benefits real benefits to the community they serve. Good working relationships, mutual respect and an understanding of their different roles is vital”

“The best councils will have a clerk and councillors who work as a team to provide a service for the community”

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HIPC Chair's Report

September 2023



Welcome Back to everyone after the summer break.

This month we have another interesting and exciting agenda in front of us. An agenda collated by our Staff team which highlights council priorities further reflected upon over our Council's summer break. Our Council decisions on this agenda focus on the below topics:

1. HIPC Policies to enable good governance and robust project management.
2. Maintaining Council Assets that matter to Histon & Impington Residents
3. Commitment to our Climate Friendly agenda
4. Community & Council Engagement

Cllr Denis Payne recognised a very different Council in his report in the first edition of HILights. As we look to deliver a creative and forward-looking plan (based on the principles of our approved Neighbourhood Plan), every Councillor and residents of all ages have their part to play, whatever that role may be. To reach our full potential everyone is needed.

To further support this vision, we will be starting a regular meeting for all Committee Chairs so we can further support the work of our Proper Officers (Clerk & RFO). This agenda includes a decision to hold a Full Council workshop to consider projects for our upcoming 3-year plans (thanks to Cllr Neil Davies for the suggestion).

We will keep you posted on the progress of all Council decisions, discussions, and actions through HIPC website and local media. If you have any questions, concerns, feedback, or ideas on how the Council can better deliver on what matters to you do contact our Clerk or any of our Councillors.

Useful Links:

[Contact Us – Histon & Impington Parish Council \(hisimp-pc.gov.uk\)](https://hisimp-pc.gov.uk)

[Agendas – Histon & Impington Parish Council \(hisimp-pc.gov.uk\)](https://hisimp-pc.gov.uk)

[Histon and Impington Neighbourhood Plan - South Cambs District Council \(scamb.gov.uk\)](https://scamb.gov.uk)

[hilights | HI HUB](#)

Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee
Monday 31st July 2023 at 7.30pm at the Community Room at the Recreation Ground
Finance, Governance & Legal Committee Minutes

Membership: 6 + 2

Quorum: 3

Appendices:

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| Agenda No: | Present: Cllrs Edd Stonham (Chair), Yvonne Murray (Vice Chair). David Legge, Neil Davies, James Leonard Clerk for the meeting: Theresa King (RFO) 2 vacancies | |
| F23/018 018. 1 | To Receive Apologies for Absence Cllr Payne - personal. | |
| F23/019 019.1 | MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllrs Stonham declared non-pecuniary interests in item 025.2 as Trustee of HI Friends, Charity Trustee of HI Pump Track. Cllr Davies declared a pecuniary interest in item 025.2 as Charity Manager of HI Friends. | |
| F23/020 020.1 | PUBLIC PARTICIPATION No members of the public were present. | |
| F23/021 021.1 | APPROVE MINUTES OF MEETING HELD 17th April, 22nd May 2023 (Appx 1) Minutes of the meeting held 17th April 2023 - proposed Cllr Leonard, seconded Cllr Murray, all in favour to accept minutes as a true record of the meeting on 17 th April. Minutes of the meeting held 22nd May 2023 - proposed Cllr Murray, seconded Cllr Leonard, all in favour to accept minutes as a true record of the meeting on 22 nd May. Chair to sign at a later date. | |
| F23/022 022.1 | MATTERS ARISING Agenda List after meeting 17 th April 2023 circulated (Appx 2). Report noted, items discussed as follows: <u>F23/006.1 S106 funds nearing end dates:</u> RFO had delayed circulation of report to councillors in order to update values as several projects had used Section 106 funds between April meeting and July meeting. <u>F21/037.1 Investment review:</u> Review to be conducted as part of the 3-year plan and budgeting process for the setting of precept so that funds are available where necessary. Remove item and add as fresh item to be included when budgeting process begins. | RFO |
| F23/023 023.1 | To review scope and objectives of committee, and review and accept Terms of Reference including Asset Management (Appx 3) Cllr Payne provided feedback by email as below, read out by RFO: "These are very heavily (almost exclusively) focussed on financial matters. Furthermore, there's a repeated use of the word "oversee" - which is possibly open to interpretation and should be spelt out as to what it means. The agenda item refers to scope and objectives yet what we have is actually a list of powers. At one time we were working to a document from David Jenkins which may (or may not) help. That particularly carried a set of performance or success criteria. I really don't think we ought to agree these terms of reference for the long term. We need to be clear (as to agenda) as to scope, objectives (/performance) and then tasks/powers." RFO to circulate document mentioned by Cllr Payne. Further discussion covered: <ul style="list-style-type: none"> • Committee members agreed that more refinement was needed, • Members felt that certain areas needed more details on how particular powers would be achieved; • Some standard terms applied to all committees and should be included; • Asset register already in terms, as no longer coming under former Land, Assets and Infrastructure committee; | RFO |

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| | <ul style="list-style-type: none"> Committee members questioned whether certain powers should be allocated to owners such as the RFO. <p>Cllrs Stonham and Murray to review and present reviewed version for next meeting, possibly meeting with Cllr Payne to discuss.</p> | Next agenda |
| F23/024 | To Receive, Review and Accept | |
| 024.1 | <p>Internal Auditor's report (Appx 4) Cllr Payne provided feedback by email as below, read out by RFO: "My congratulations on: <i>There are no additional comments/recommendations to make in relation to this audit. I would like to record my appreciation to the Clerk and RFO to the Council for their assistance during the course of the audit work and the quality of documentation presented for the audit.</i></p> <p>I'm disappointed that we haven't been able to close down the charity (which isn't a charity, anyway). Can we set a target to complete this (by the end of the Council year??) There's an error in the arithmetic on fidelity cover - it ought to be £1,173,600 - can you confirm that that is what we're carrying? Transparency code, AGAR - in your RFO report I was surprised that the level of reserves was found acceptable."</p> <p>RFO explained that Clerk had requested charity be closed by Charity Commission but no update received as yet. RFO to progress. RFO confirmed fidelity cover had been increased as advised by Heelis and Hodge report to £967,806. Report noted by all. Other items addressed in RFO report.</p> | RFO |
| 024.2 | <p>RFO's Report (Appx 5). Report noted by all. Cllr Payne provided feedback by email as below, read out by RFO: "Internal audit report - transparency code. We need to comply with the code (particularly if we are going for LCAS Gold) so yes, we ought to be publishing the necessary information. I would have hoped/expected our accounts package would deliver this easily. Fidelity - what is the actual figure (in numbers) Accounts/Interest: I would suggest that we should close the Scottish Widows a/c unless there is some outstanding reason for holding it. And that, pending more work, we should move the Cambridge monies to another account giving us (target) twice that rate of return. May not be easy, but it's poor compared with a number of other banks/building societies etc. We do need a proper review of our investments however, before we lock them up in notice accounts or other illiquid forms of investment, we need to understand what we're going to spend over the next 3 / 5 years. We need to have figures from the committees what their capital spending (or major divergence from BAU revenue) are expected to be."</p> <p>RFO outlined plans to review other recommendations from the Internal Auditor's report including updating the Financial Risk Assessment, moving the AGARs onto the new website, and reviewing transparency code for what was required to be published. RFO to action. Fidelity figure increased to £967,806 as per auditor's report, if Council wish to increase this it can be actioned, but bank balances now below the higher figure.</p> <p>With regard to cash payments still being able to be processed, Cllr Leonard asked if any cash transactions were still taken, and whether there should be a cashless policy introduced. RFO explained that although little or no cash transactions were processed, the option was still being provided by Unity Trust and it was felt that the facility allowed for the occasional cash booking to be taken. RFO stated that no card transactions had been turned away, that all payments by BACS had worked successfully even in the case of short notice bookings.</p> <p>Committee agreed with RFO and Cllr Payne that investment changes needed to be considered in light of budgeting and three year plans, but the Committee felt that the Instant Savings Account with Unity Trust would allow better returns on some monies while the budgeting process was underway. RFO to progress opening account.</p> | RFO |
| 024.3 | <p>Quarterly Review of Budgets against spend (Appx 6) Report noted and accepted. RFO to circulate to Committees so they have understanding of</p> | RFO |

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| 024.4 | <p>where spend is for their committee. RFO highlighted that some budgets are distributed variably across the year because they are seasonal, so the total underspend reflects this and also additional income received this financial year against invoices which were generated in the last financial year.</p> <p>Quarterly review of Reserves and Spend including Section 106, including decisions on any reserve top ups needed (Appx 7)</p> <p>Report noted and accepted. Committee agreed to review reserves top ups as part of review of capital spend and consider in light of budget request for 3-year plans in terms of what needed to be topped up.</p> | |
| <p>F23/025</p> <p>025.1</p> <p>025.2</p> <p>025.3</p> | <p>Capital Projects and Spend</p> <p>To review capital budgets and spending for 2023/24 and receive capital projects (Appx. 8) RFO presented report detailing payments already made for projects, and projects where budgets had been agreed but project not yet moved forward. Report identifies where the funding would be taken from, Specified Reserves, Section 106 monies or General Reserve and includes committee in charge of project and minutes where item was agreed – committee requesting project to be added to all of report.</p> <p>RFO noted that at 2023-2024 Precept setting, the figures for capital projects were outlined as £15K for contingency, £55K for capital projects and £45K from reserves, totalling £115K for the financial year. Report shows that monies already spent (£39, 393.39) plus agreed spends (£106, 789.50) already totals more than this. Therefore, new projects need to be considered carefully for budgeting purposes.</p> <p>Committee requested report be circulated to all committees, with request to consider what future projects were being discussed and inform RFO so they can be added to future projects list for consideration. Outline budget figures for each project required, and financial year considered for project, taking into consideration that amount set at precept has already been exceeded. Cllr Murray notes the increase in the delivery of projects this year and the benefit of being informed of projects earlier than in the past. Cllr Murray also commented that reports such as this enabled committees to look at funding in order to make more informed decisions, therefore developing governance to oversee the spend.</p> <p>Committee also discussed the need to look at the lifetimes of projects in terms of which financial years they would cover and that this needed to be reviewed on a regular basis. The committee felt the report should separate discretionary project spends from operational spends such as container purchase. RFO to amend report. Committee also suggested new projects may need to allow time to consult residents, and that care should be taken as to how a project is described. Cllr Legge requested that projects where there is no cost to the PC, such as 20 mph limit across villages, should also be added. This allows the information to be used to test the projects database. RFO to also circulate S106 sunset dates as now updated.</p> <p>To agree process for funding of third party service providers, alongside grant and donations policy with recommendation for Full Council</p> <p>Cllr Stonham presented updated draft paper for consideration and comment. Cllr Davies commented as follows that it might be difficult to provide budget plans by 1st September as sometimes trustees may need to review before submission which takes time - suggested change to “3 year plan is preferred.” Cllr Leonard suggested the forms need to be practical, so, for example, a person providing a service may need to forecast how cost increases might affect them over the three years, and therefore provide information on who takes risk if they go over the budget amount applied for. RFO circulated Service Level Agreement (SLA) with HI Friends which had been agreed, which could be used as a possible template where required. Cllr Legge requested SLA anonymised then circulated for review. Proposed Cllr Legge, seconded Cllr Murray, all in favour for Cllr Stonham to update with changes and present to Full Council for consideration.</p> <p>To review and agree Capital Bid process Further work had been completed by Cllr Stonham and Cllr Murray, in association with item</p> | <p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p> <p>Full Council</p> |

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| | 026.1 but further work was needed to test the process. Cllrs Stonham and Murray to present at next meeting. Cllr Stonham confirmed that this process would be for projects that are the exception rather than the rule, thereby tightening up the budget processes so this is one off process, for out of budget spends/expenses. | Next agenda |
| F23/026 026.1 | To review creation of a central database to record projects and project leaders Cllr Stonham explained that work had been going on in the background to tune ideas. Forms had been created that could be used to record items, ready for testing with office staff. Process allows the creation of Excel sheets and information on SharePoint, so items can be seen and progress tracked. This needed to be tested with existing projects, Cllrs to work with staff in August to test then fine tune and present to Full Council,. The process will allow the collection of any estimated costs, and donations would be part of it as would Third Party requests, tying all elements of projects together. It would also assign owners to projects, and provide information to any committee affected. Once tested, this would be brought to Full Council for September.. | Full Council |
| F23/027 027.1 027.2 | Other Matters To consider request from first responder regarding vehicle contribution. Cllr Payne apologised via email to Council and the first responder that this was not brought to Council earlier. RFO outlined request from resident. Committee felt that this was not something the Parish Council could help with but that the resident should investigate options with the First Responder Service provider and seek advice from them. Proposed Cllr Davies, seconded Cllr Leonard, all in favour to decline request. RFO to respond. To agree to additional funding for clearance of allotment plots at Gatehouse Road: budget of £2,000 already agreed, request for additional £1,760.00 to allow work to be completed before new allotment rent year begins. RFO verbally updated committee on request for extra funding as more plots were being cleared, which would then allow more plots to be rented. Proposed Cllr Stonham, seconded Cllr Murray, all in favour to approve. | RFO |
| F23/028 | How to Communicate 31st July 2023 FG&L meeting on website Chair and Vice Chair to draft communication. Items for next agenda: To review and agree Financial Risk Assessment Plan; To further review scope and objectives of committee and agree Terms of Reference; To finalise Capital Bid Process; Review of Grant and Donations Policy; Central Database recording. | |
| F23/029 | Date of next meeting(s): 17th April 2023 | |
| | Meeting Closed at 9.03 p.m. Appendix 1: Minutes of the meeting 17.04.23 and 22.05.23 Appendix 2: Agenda list after 17.04.23 Appendix 3: Terms of Reference Appendix 4: Internal Auditor's Report Appendix 5: RFO's report Appendix 6: Quarterly Committee Budget vs Spend report. Appendix 7: Quarterly review of Reserves and spend Appendix 8: Capital Budgets and spending and projects list. | |

Minutes of Histon & Impington Parish Council Planning and Development Committee

Tuesday 18th July 2023

7.30pm, Community Room, Recreation Ground

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

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| Agenda No: | Present: Cllrs: Simon Jocelyn, Walter Davey, Jennifer Crockford, Yvonne Murray, Aga Cahn, James Leonard Clerk: Amelia Luck (via zoom) | |
| P23/049 | TO ELECT CHAIR OF COMMITTEE Cllr Crockford proposes Cllr Jocelyn. Cllr Leonard seconds. All agreed to nominate Cllr Jocelyn as chair of this meeting only. | |
| P23/050 050.1 | APOLOGIES FOR ABSENCE Apologies received from Cllrs Payne, Allen, Carrington and Stonham | |
| P23/051 051.1 | MEMBERS DECLARATIONS OF INTERESTS None | |
| P23/052 052.1 | PUBLIC PARTICIPATION None | |
| P23/053 053.1 | MINUTES OF MEETING HELD Tuesday 27th June 2023 Cllr Jocelyn proposes minutes to be accepted. Cllr Crockford seconds. Cllr Leonard abstains. Majority in favour. | |
| P23/054 054.1 | MATTERS ARISING None | |
| P23/055 055.1 055.2 | TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED 23/02335/FUL Pheasants Grove, Impington revised access arrangements. All agreed to make a recommendation of approval. We support the Highways Officers comments and providing all recommendations that the Highways Officer suggested are made we recommend approval. we request the condition that a traffic management plan is created due to the blind corners and unpredictability of this road. 23/02319/HFUL 80 Mill Lane, Impington single storey rear extension. New roof construction over existing property forming front and rear gable ends and raising of ridge height. New flat roof construction to replace existing hipped and pitched roof over previous front garage conversion. New rendering and external cladding throughout. All agreed to make a recommendation of approval. we request a traffic management plan is produced due to Mill Lane having minimal off road parking and the property is located after a narrowing of the road. We request that this traffic management plan is agreed before construction is begun. | |
| P23/056 056.1 | PLANNING CORRESPONDENCE RECEIVED None | |
| P23/057 057.1 | HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points Histon & Impington Village Design Guide SPD | For information only |
| P23/058 058.1 058.2 058.3 | OTHER MATTERS Clerks report – accepted. Cllrs express gratitude for this report as they deem it very useful. Neighbourhood Plan- discussion had in regard to a possibility of adding incremental changes to the neighbourhood plan and whether these changes would need to be voted in or have a referendum. Clerk to research. Net-Zero- Councillors pointed out that in item 055.2 the proposed plans include use of solar panels. Councillors encourage these net-zero options as it supports the councils declaration | Clerk |

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| | of climate emergency. | |
| P23/059 059.1 | ITEMS FOR NEXT AGENDA None | |
| P23/060 | DATE OF NEXT MEETING(S) 8th August, 29th August, 19th September 2023 | |
| | Meeting Closed: 8:16pm | |

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

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| Agenda No: | Present: Cllrs: Simon Jocelyn, Jennifer Crockford, Yvonne Murray, James Leonard, Steve Carrington Clerk: Amelia Luck (via zoom) | |
| P23/061 | TO ELECT CHAIR OF COMMITTEE All agreed to nominate Simon Jocelyn as chair of committee. | |
| P23/062 062.1 | APOLOGIES FOR ABSENCE Apologies received from Cllrs Payne, Allen, Cahn, Davey and Stonham | |
| P23/063 063.1 | MEMBERS DECLARATIONS OF INTERESTS None | |
| P23/064 064.1 | PUBLIC PARTICIPATION None | |
| P23/065 065.1 | MINUTES OF MEETING HELD Tuesday 18th August 2023 Cllr Jocelyn proposes minutes to be accepted. Cllr Murray seconds. All in favour. | |
| P23/066 066.1 | MATTERS ARISING None | |
| P23/067 067.1 | TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED <u>23/02826/HFUL 19 Impington Lane, Impington</u> garage conversion to habitable accommodation, altered front entrance porch, internal alterations and rear dormer window to existing loft. All agreed to make a recommendation of approval. Our Neighbourhood Plan requires 4 parking spaces for a property with 5 bedrooms and although that this proposed development does not specifically indicate these 4 parking spaces it is in our opinion that it complies with HIM05 of our Neighbourhood Plan. | |
| 067.2 | <u>23/02757/HFUL 19 New Road, Impington</u> loft conversion with rear dormer and ground floor single storey rear extension (retrospective). Proposed first floor rear extension. All agreed to make a recommendation of refusal. We support neighbours' comments and therefore request that a planning officer visits 21 New Road, Impington to investigate the shading concerns. If minded to approve, we request that contractor parking and deliveries are made within curtilage as much as possible. | |
| 067.3 | <u>23/02566/FUL 7 High Street, Histon</u> creation of a new outdoor customer pergola, timber entrance arch to garden, extension of front garden with new resin floor and picket fence. All agreed to make a recommendation of approval. we extend our support and thanks to the highways team for their comments on this application. | |
| 067.4 | <u>23/02714/HFUL 12 Clay Street, Histon</u> single storey rear extension, garage conversion, and flat pitched roof to front elevation. Resubmission of 23/01880/HFUL. All agreed to make a recommendation of approval. Although only 2 parking spaces are indicated and upon further investigation we believe this application complies with HIM05 of our Neighbourhood Plan. | |
| 067.5 | <u>23/02637/HFUL 7 Priors Close, Histon</u> single storey side extension plus external works including new shed. Item taken to vote. 3 votes for approval. 1 vote for refusal. Approval wins majority. The proposed plans do not indicate adequate parking according to HIM05 of our Neighbourhood Plan. However, there is scope in the front garden to create these parking spaces to ensure that this property complies with HIM05 of our Neighbourhood Plan. We request that applicants reassess their parking plan. | |
| 067.6 | <u>23/02055/HFUL 13 The Green, Histon</u> part single storey, part two storey rear extension and alterations to house. Removal of existing outbuilding to rear of property.all agreed to | |

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| 067.7 | make a recommendation of approval. we request that a traffic management plan is submitted and approved by SCDC officers. 23/02386/HFUL 9 Water Lane, Impington demolish bathroom lean-to to side and rear. All agreed to make a recommendation of approval. | |
| P23/068 068.1 | PLANNING CORRESPONDENCE RECEIVED <u>None</u> | |
| P23/069 069.1 | HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points Histon & Impington Village Design Guide SPD | For information only |
| P23/070 070.1 | OTHER MATTERS <u>Clerks report</u> – accepted. One application on this report was concerning as our recommendation was overruled. Clerk/chair to investigate if Neighbourhood Plan was considered. | Clerk |
| P23/071 071.1 | ITEMS FOR NEXT AGENDA None | |
| P23/072 | DATE OF NEXT MEETING(S) 29 th August, 19 th September 2023 | |
| | Meeting Closed: 8:48pm | |

Minutes of Histon & Impington Parish Council Planning and Development Committee

Tuesday 29th August 2023

7.30pm, Community Room, Recreation Ground

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

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| Agenda No: | Present: Cllrs: Walter Davey, Jennifer Crockford, Yvonne Murray, James Leonard, Steve Carrington Clerk: Amelia Luck (via zoom) Noting apologies received from chair, Cllr Crockford is elected as chair of this meeting only. | |
| P23/073 073.1 | APOLOGIES FOR ABSENCE Apologies received from Cllrs Jocelyn, Payne and Allen | |
| P23/074 074.1 | MEMBERS DECLARATIONS OF INTERESTS None | |
| P23/075 075.1 | PUBLIC PARTICIPATION None | |
| P23/076 076.1 | MINUTES OF MEETING HELD Tuesday 8th August 2023 Cllr Davey abstains. Majority in favour of accepting | |
| P23/077 077.1 | MATTERS ARISING None | |
| P23/078 078.1 078.2 078.3 | TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED <u>23/03123/HFUL 59 Narrow Lane, Histon</u> retrospective single storey rear infill extension and replacement roof to existing garage. All agreed to make a recommendation of approval. Note disappointment regarding this application being retrospective. Clerk to contact planning officers for more information on why this application was retrospective. <u>23/03183/HFUL 13B West Road, Histon</u> demolition of existing single storey extension and construction of single storey extension to rear. All agreed to make a recommendation of approval. <u>23/02998/HFUL 15 Park Lane, Histon</u> single storey extension to rear, two storey extension to side, and a new roof. Item taken to vote. 4 in favour of refusal. Cllr Carrington abstains. Majority in favour to make a recommendation of refusal. This is due to the submitted plans only demonstrating two parking spaces which does not comply with HIM05 of the Neighbourhood Plan for a 5 bedroom home. | |
| P23/079 079.1 | PLANNING CORRESPONDENCE RECEIVED <u>None</u> | |
| P23/080 080.1 | HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points <u>Histon & Impington Village Design Guide SPD</u> | For information only |
| P23/081 081.1 081.2 081.3 | OTHER MATTERS <u>Clerks report</u> – accepted. <u>Correspondence with SCDC Officers-</u> Councillors request that clerk emails SCDC Officers and District Councillor to enquire whether Neighbourhood Plan is considered when Officers are making their decisions, and whether the Neighbourhood Plan is suggested as a resource during submission period of applications <u>Log of Planning Issues-</u> Cllr Crockford has requested a log be kept of different issues/findings that come up in planning meetings. Clerk to action | Clerk |

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| P23/082 082.1 | ITEMS FOR NEXT AGENDA <u>Correspondence with SCDC officers-</u> clerk to bring update following correspondence with SCDC officers regarding Neighborhood Plan | |
| P23/083 | DATE OF NEXT MEETING(S) 19th September, 10th October, 31st October 2023 | |
| | Meeting Closed: 8:12pm | |

Wellbeing, Recreation & Leisure Committee Minutes

Quorum: 3

Working party

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| | <p>Full Council July meeting, with the suggestion of the creation of a Young Persons Development & Sports Coordinator role. Having presented the paper, the Council agreed that a review of youth provision was essential and felt that the possibility of the role needed to be discussed by the Finance, Governance and Legal Committee, then possibly the Employment and Transformation Committee. Cllr Davies emphasised the need to engage with the youth to understand what is needed, why certain individuals behave in this way. Cllr Davies also expressed concern over an article on HI Hib regarding the paper presented to the Full Council, and the way it would be viewed by the current Youth provision provider, the Connections Bus Project.</p> <p>The committee discussed the possibility of the position being part-time, when need was greatest, and it being run as a trial. It was felt that currently the youth work only happened in the Community Room, people on the Recreation ground and other sports users also needed to be considered. Cllr Carrington asked the Head Groundsman which months of the year were the worst from his experience; the Head Groundsman said it was as the nights become lighter, and there were no sports users on site. Cllr Carrington queried whether a Facilities Manager might be a better solution, to enable things like access to the MUGA when not being used. The Head Groundsman stated that open access of the MUGA would come at a cost: there would be no income from this use but more usage of the courts meaning possible higher maintenance costs; would it take away from other users; how would people come off the pitch when booked, paying users arrive for their sessions; when and by who would it then be locked. Cllr Hobbs suggested that this was a draft title and that the areas of responsibility could change.</p> | |
| WRL23/038 038.1 038.2 038.3 | <p>To receive reports</p> <p>Operations/Clerk's Report (Appx 3) Report noted.</p> <p>Update from Security Working Party Working party not met. Meeting to be scheduled to discuss findings from use of security guard.</p> <p>Update from Recreation Development Group Cllr Davies advised that the next meeting of the group would be on Thursday 21st September at 7.30 p.m. when a representative of Wilby Burnet would be attending to discuss progress on the Masterplan creation. Cllr Davies also stated that he had been in contact with Cambs FA to find out more on the possible 3G pitch on Histon Football Club pitch. The topographical survey for the Masterplan had been completed and the capacity analysis would take place week commencing 11th September 2023.</p> | Working Party |
| WRL23/039 039.1 039.2 | <p>To receive Club reports</p> <p>Bowls Club The Club wishes to express their thanks to the Head Groundsman for the excellent upkeep of the Bowls green, commenting that it is one of the best greens they play on. The club has two strong teams, and some of the new members have carried on with the club and some have joined for social events. It is hoped they will continue next season, as numbers may fall as older members leave the club, and with this in mind the club are looking at different leagues to play in. More urgent is the stepping down as Secretary of the club by Malcolm Green as currently there is no replacement and the club cannot function without a Secretary, It is hoped there will be a volunteer by the AGM in four weeks time.</p> <p>Cricket Club Cllr Uttridge expressed the Club's thanks to the Head Groundsman for the excellent state of the pitches and for working with the club during the bad weather in July. The various teams had not acquired any silverware, but maintained their positions and suffered no relegation. The Junior groups continued to thrive and were now at capacity, continuing training throughout the year.</p> | |

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| <p>039.3 039.4</p> | <p>Croquet Club – no member of the club attended the meeting.</p> <p>Histon Hornets Cllr Carrington stated that the new season starts on September 9th. Teams have been told that no friendlies or training should happen at the Recreation Ground in order to keep the pitches in the best conditions for matches. All the Hornets owned goals now have new nets, funded by a grant, along with new footballs and other items for the season. The teams are now at capacity, with a waiting list of sixty over the various age groups, and there has been an increase in the number of girls playing for the coming season. A container has been purchased for storage use at IVC, and the club would like to discuss the future use of the current tea hut. As part of the sporting hub trial, Hornets will have access to the Community room on Saturdays between 10 a.m. and 1 p.m. for refreshments; the club is working with possible catering staff to man this on a year's trial.</p> | |
| <p>039.5</p> | <p>Tennis Club Jane Fidler presented the following report. <u>Summer Team Results:</u> Ladies 1 Div 3: Won 2, Lost 4, Drew 1 = stay in Div 3 Ladies 2 Div 8: Won 4, Lost 1, Drew 2 = promotion to Div 7 Mens 1 Div 2: Won 2, Lost 3, Drew x 1 = stay in Div 2 Mens 2 Div 4: Won 2, Lost 5 = stay in Div 4 Mens 3 Div 9: Won 3, Lost 1, Drew 2 = promotion to Div 8 Mixed 1 Div 2: Won 2, Lost 2, Drew 1 = stay in Div 2 Mixed 2 Div 3: Won 1, Lost 2 = stay in Div 3 Summary: 7 teams entered in summer league (2 Ladies, 3 Mens, 2 Mixed). 2 teams promoted (Ladies 2 and Mens 3), 5 teams stay <u>Events and tournaments:</u> As in previous minutes plus a Special event:- "Bright Ideas for Tennis": Two former Davis Cup players Danny Sapsford and Luke Milligan delivered an afternoon of tennis masterclasses/coaching (for 5-10 yr olds, 11-16 yr olds, adult social coaching, adult team coaching), doubles exhibition and fastest serve competition. Review of use of the indoor toilet: Following a meeting with the Clerk, the arrangement was confirmed as follows: - Weekdays: 2 keys available for nearest changing rooms sharing with cricket club - Weekends: use of internal facilities as part of the sports hub trial Mrs Fidler confirmed this was working o.k. but it was difficult getting members used to the new routine. Mrs Fidler also confirmed receipt of copies of the PC risk assessment and PC Insurance. The review of Parish Council /Club Tennis Assets – land and equipment has not been completed, RFO to undertake. With regard to the formal, legal 'club use' contract, common to all hirers of the grounds, to be negotiated and endorsed by this Committee, RFO confirmed that work on this had begun but that the current reduction in groundstaff levels needed to be factored into the review. The Tennis Club expressed their thanks to the Head Groundsman for maintaining the courts to an excellent standard. Cllr Carrington requested that a report from the Head Groundman be added as a standing agenda item.</p> | <p>RFO</p> |
| <p>WRL23/040 040.1</p> | <p>To discuss development and long term plans for Play areas (Appx 4) Cllr McKeown presented the report and the need for the play areas maintenance and development to be considered. Cllr Davies noted that the Green and Recreation ground Play Areas had both been upgraded in 2011/12 at considerable cost. The RFO outlined repairs which were needed as a result of the external inspection of the play areas and the need to budget for repairs and maintenance as a result in the three-year plans. The committee requested a breakdown of the cost for maintenance and eventual replacement of play equipment and the life expectancy of items so that a budget could be created. RFO to produce report for next meeting.</p> | <p>RFO</p> |

| | | |
|-----------|--|--------------|
| WRL23/041 | Wellbeing: to receive 6 monthly report from HI Friends (Appx 5) | |
| 041.1 | <p>The committee noted the report and requested the report be circulated to Full Council. Cllr Davies noted that there would be a gap in the provision of Dementia support when the current Dementia Worker leaves but that clients would still receive support. The number of clients supported has increased substantially over the past year, including six new clients in the past six months. Cllr Hobbs asked if there was other support to for those suffering from dementia and therefore isolation, and Cllr Davies said that currently there was no other support, and the work by HI Friends provided a lifeline to a lot of people, enabling them to stay connected with the community and their peers. Cllr Davies expressed his thanks to Sarah Brown and Jan Payne for their work to provide Dementia support in the villages.</p> <p>Cllr Davies also outlined the future work being undertaken to support the mental health of young people, working with schools and parents to provide support. HI Friends would also like to suggest that an Observer from the Parish Council attend HI Friends Trust meetings which happen three to four times a year in order to see the work and planning that is being done.</p> | Full Council |
| WRL23/042 | To review Projects for 2023-2024 and 2024-2025 and agree next steps (Appx 6) | |
| 042.1 | <p>Cllr Davies requested that the Recreation Development Group be added as a project to the list. RFO requested that committee review project list and inform RFO of any additions so that projects can be properly budgeted for at the next meeting. Cllr Davies highlighted that funding for major projects and its impact on precept will be more acceptable if Council can show that money is being spent on the right things. Cllr Hobbs confirmed that communication of reasons for spend is an important part of precept setting.</p> | All |
| WRL23/043 | Other Matters | |
| 043.1 | <p>To approve spend of £4,255.66 for preparation of cricket square, bowls green and grass tennis courts (Appx.7)</p> <p>Committee noted report. Proposed Cllr Davies, seconded Cllr Wilbraham, all in favour to approve.</p> | |
| 043.2 | <p>To agree purchase of new powered pedestrian sprayer, up to a cost of £2,500, from Specified Reserve for Machinery Replacement, delegated to RFO and Head Groundsman to purchase best value equipment.</p> <p>Head Groundsman outlined issues with current sprayer and concerns re safety of equipment. Proposed Cllr Allen, seconded Cllr Wilbraham, all in favour to approve,</p> | |
| WRL23/044 | <p>How to communicate the meeting of 4th September 2023 and items for next agenda:</p> <p>Next agenda: Three-year plan; Budget setting</p> | |
| | <p>DATE OF NEXT MEETING- 6th November 2023, 22nd January 2024, 4th March 2024</p> <p>Meeting closed: 9.06 pm</p> <p>Appendix 1: Minutes of the meetings 5th June 2023 Appendix 2: Actions List Appendix 3: Operations/Clerk's Report Appendix 4: Development and long term plans for Play areas Appendix 5: HI Friends half yearly report Appendix 6: Projects list Appendix 7: Preparation work for sports courts and pitches</p> | |

Finance Report to be inserted

Histon & Impington Parish Council

Notice of Conclusion of Audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (S1 2015/234)

1. The audit of accounts for **Histon & Impington Parish Council** for the year ended 31 March 2023 has been concluded and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Histon & Impington Parish Council** on application to:

Mrs C M O'Brien, Clerk to the Council
The Parish Office
Histon & Impington Recreation Ground
New Road
Impington
Cambridge
CB24 9LU

The Parish Office is open Monday to Thursday, 9.30 a.m. to 3.00 p.m.

3. Copies will be provided to any person on application, charges may apply.

Announcement made by: Mrs C M O'Brien, Clerk to the Council

Date of announcement: 8th September 2023

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. | ✓ | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 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. | ✓ | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 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. | ✓ | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 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. | ✓ | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | <i>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.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 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. | ✓ | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 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 |
| | ✓ | | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

***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:

23/030.4

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

Chairman

Clerk

Y J Murray


www.hisimp-pc.gov.uk

Section 2 – Accounting Statements 2022/23 for

HISTON AND IMPINGTON PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 836,381 | 937,718 | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. |
| 2. (+) Precept or Rates and Levies | 389,156 | 399,661 | 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. |
| 3. (+) Total other receipts | 146,960 | 64,480 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 4. (-) Staff costs | 158,337 | 177,712 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 5. (-) Loan interest/capital repayments | 29,417 | 28,667 | 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. |
| 6. (-) All other payments | 247,025 | 227,880 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 7. (=) Balances carried forward | 937,718 | 967,600 | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 8. Total value of cash and short term investments | 926,123 | 947,648 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 9. Total fixed assets plus long term investments and assets | 1,738,659 | 1,746,632 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 10. Total borrowings | 187,983 | 167,564 | 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. |

| 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

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:

23/030.6

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

Y J Murray

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

In respect of **Histon and Impington Parish Council – CA0133**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

3 External auditor certificate 2022/23

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP **SIGNATURE REQUIRED**

Date

06/09/2023

Chelsea O'Brien

From: Yvonne Murray
Sent: 13 September 2023 06:07
To: becca@anthonybrowne.org
Cc: Chelsea O'Brien; Denis Payne
Subject: RE: Anthony Browne Meeting Invitation

Hi Rebecca

Thank you to Mr Browne for the invitation.

Sorry for the delay in replying.

Our Clerk, Chelsea O'Brien is taking the invitation to Full Council on Monday 18th September.

This will allow all our Councillors to be aware and to contribute if they wish.

Would it be possible to get back to you post that meeting?

Best Wishes
Yvonne

From: Rebecca Shiret <becca@anthonybrowne.org>
Sent: Friday, August 18, 2023 9:38:02 PM
To: Denis Payne <denis.payne@hisimp-pc.gov.uk>
Subject: Anthony Browne Meeting Invitation

Dear Denis,

I am writing on behalf of Anthony Browne, current Member of Parliament for South Cambridgeshire and candidate for the newly created St Neots and Mid Cambridgeshire constituency at the next general election, to extend an invitation to meet and discuss various issues that are of concern to your parish.

Mr Browne is eager to gain a better understanding of the opportunities and challenges Histon & Impington faces, and he believes your insights as Parish Chair will be invaluable in guiding his efforts to represent the community effectively.

If you are happy to meet, please let me know and I will be happy to supply some times whereby this would be possible.

Kind regards,
Rebecca

| | | |
|-------------------|--------------------------|------------------------|
| REPORT TO: | Full Council | 23/055.4, 055.5 |
| AUTHOR/S: | Theresa King, RFO | September 2023 |

Recreation Ground: the Cherry Multiplay unit



a) Rot has been detected in two of the timber posts, causing the risk for the item to be set as Moderate. The representative from the supplier of this unit has visited site and suggested that rather than replacing the whole post, metal feet are installed which will protect them for future use, advising us that this is the way all new wooden installations are done as the use of preservatives on wood is no longer allowed. His recommendation would be to put feet on all of the wooden posts so that we are acting in advance on the other posts. A second company was asked to quote for the work but they would not undertake the work as it was not their supplied equipment.

Contractor/Supplier quotation £ 2,715.00 + VAT for maintenance work and parts; Site set up and Preliminaries £217.60 + VAT. **Total £2,932.60 + VAT**

b) The Multiplay unit is also one of those areas that has Cushionfall as a safety surface. This is a shredded bark material, and we have been trying to purchase additional stock to top up all the units with this underneath with no success, as our supplier has moved factories and is not currently producing it (we have already agreed the purchase with a budget of £1, 000). A suggestion is to replace the safety surface under the relevant play items over several years, so the reliance on the Cushionfall is reduced. We would therefore suggest beginning with the area under the Multiplay unit; if the safety surface is changed, we could reuse the bark to top up the other surfaces.

Contractor 1 : Replacement safety surface with Fibrefall including preparation of site £14,766.00 + VAT; Reinstatement of soil and grass around area as stones no longer needed £226.00 + VAT.; Site set up and Preliminaries £675.00 + VAT; Discount of £2,000, **Total £13,667.00 + VAT.**

Contractor 2 – awaiting quotation at time of report publication

Replacing the safety surface at the same time as the posts are done reduces the site set up and Preliminaries costs.

Recreation ground: Roundabout safety surface.



There are gaps opening between the surfacing and the edging surround, plants have broken the surface and there is damage near the play item itself. This has become more urgent as it would appear that the surface is being pulled up by someone and is now a trip hazard.

Contractor 1 – recommended replacement of the safety surface as it has previously been repaired. Removal and replacement of safety surface £4,060.00 + VAT; Site set up and Preliminaries £852.60 + VAT, **Total £4,912.60 + VAT**

Contractor 2 – awaiting quotation at time of report publication

Green Play Area – safety surface around slide



The safety surface edging around the slide has been noted as needing repair as a possible trip hazard.

Contractor 1: Preparation of edging for repair £736.60 + VAT; wetpour edging £887.40 + VAT, Site set up and Preliminaries £177.60 + VAT **Total £2,451.20 + VAT**

Contractor 2: awaiting quotation at time of report publication

Green Play Area – safety surface under flat swings



There are currently grass matrix tiles under the unit and the grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface.

Contractor 1: Removal existing surface and replace with Fibrefall £2,604.00 + VAT, Site set up and Preliminaries £177.60 + VAT, **Total £2,781.60 + VAT**

Contractor 2 : awaiting quotation.

Contractor 1 has agreed to reduce the Site set up and Preliminaries costs to one set if all the orders are placed for completion at the same time.

Funding of project

There are two reserves set up that could be used here, Play Equipment which has a balance of £6,000, and Facility Improvements which has a balance of £14, 741. We can also use Section 106 monies for some of the work.

Recommendation: Delegate to Clerk and RFO working with Cllr McKeown to proceed with best value quote on receipt of report from Contractor 2. Preference from Office to use single contractor to reduce carbon emissions and preliminary costs.

***If quote from contractor 2 to is received before the meeting, report will be updated and re-circulated.**



Registered Charity 1185578

**Bringing people
together to
improve wellbeing**

Report for Histon & Impington Parish Council August 2023

This is the second half yearly report produced in line with the SLA between the Parish Council and HI Friends and covers the period from January to June 2023 inclusive. Numerical information is provided together with some commentary to provide some background.

Area of wellbeing activity

A. Older peoples support

The team consists of

- Paul Seekings the Older Peoples Worker and
- Helen Blake the Day Centre joint Coordinator & Holiday at Home Coordinator

New people contacted & supported – in the first 6 months of 2023, the Older People's Team had contact with 34 new service users and made 18 visits. Interestingly a total of 24 contacts were received from family members.

Shopping services- an average of 9 use the two fortnightly shopping trips using the Community Minibus.

Exercise activities – The HI Friends Rec Monday Club runs three activities every Monday which include Stronger & Longer, Memory & Coordination and a Specialist activity for those recovering from strokes and similar conditions. An average of 14 attends the first (increase from 10), 7 the Specialist class and 8 the Memory & Coordination activity.

Thursday Together – This fortnightly activity club meets at the Rec and provides a gentle mix of chat and games. An average of 11 attend including some residents from Etheldred House.

HI Memories – a small reminiscing group of up to 8 which meets monthly and, from September, will meet at the Methodist Church as part of their Wednesday Community Coffee morning.

Day Centre attendance – Average session attendance has increased from 12 to 15 in first half of 2023 and now has a waiting list of 10.

Holiday at Home-One of the main aims of H@H is to reduce social isolation and bring people together across the older age group. H@H now has a membership of 167. Events between January and June included coffee mornings at Histon Manor, a film show, a fish and chip lunch and H@H's first seaside trip with over 50 going in a coach to Hunstanton for the day in late June.

B. Dementia support

The team presently consists of

- Sarah Brown the Dementia Support Worker and
- Jan Payne the Memory Loss Support Group leader

Sarah has in the last week provided notice of resignation and leaves on 7th September. We will be preparing a new job description following the development of our dementia related services in the last two years with the intention to advertise for a replacement in the second half of September. Paul, Helen and Jan will all help cover and maintain our services to those living with dementia.

New service users & supported – in the period January to June 2023, Sarah Brown had contact with a total of 24 new contacts either from those living with memory loss or a carer or family member. The Dementia Support Worker role is different from other roles in that it is more individual relationship based with memory loss and their carer/family. This Support role seeks to contact them regularly, if that is their preferred wish, and Sarah currently has 44 on her client list

Memory Support Group- the group celebrates its 2nd anniversary in the Autumn. It is led by Jan Payne and supported by Sarah and is flourishing, with a total of 44 group members. The group now meets weekly and has an average attendance of 25.

Dementia Luncheon Club – the club continues to meet fortnightly at the St Andrews Centre and attendance averages 10/12 (previously 8)

C. Mental Wellbeing support

The mental wellbeing team now consists only of Sophie Howell the Mental Wellbeing Worker following the departure of Emma Moat the Community Play Therapist in February 2023.

Individual people supported – 20 residents were supported by Sophie face to face with a meeting and signposted, when appropriate, to other services that may benefit them.

Support for children / young people

• Primary school support

Previously 12 hours of counselling support were provided until Emma's departure but this decreased to 8 hours of provision across the two village primary schools. A total of 17 children have been supported in individual and group work

• Secondary school support

HI Friends provides 4 hours of pupil counselling support per week at IVC and 10 pupils received one to one counselling. There is one afternoon of wellbeing guidance provision to a class of pupils provided under the iCAS (Impington Creativity Activity Service programme with 50 pupils benefiting in the first 6 months of 2023.

HI Friends continues to provide the Young Mental Wellbeing Champions at IVC through which 15 young people received a day's training in May to enable them to provide skills to listen to and support their peers.

HI Friends Wellbeing Café – this is held weekly and attracts an average of 5 (decrease from 7). Those who attend find the Café a particularly supportive environment. Moved to Kay Hitch Way Community room in June.

Family Hub – this is a bi-monthly activity held on Saturday with the aim of supporting families struggling with wellbeing and averages 30/40 attend including parents.

D. Other Wellbeing support

Mothers Circle- this weekly group organised by our Parental Support worker Ren Stedman supports new mothers specifically those who, perhaps, are finding post birth life difficult. Weekly attendance fluctuates between 5 and 9.

End of Life Support Worker – Jo Franklin is in post, has undertaken 8 support visits including to 3 people who have died in their usual place of care and made 18 support phone calls/introductions. Jo has piloted a Good Grief cafe and introduced Good Grief Cafe trial for 6 months and delivered a number of talks to community groups.

Hope Again Bereavement course – Spring course attended by 14 and 12 registered for Autumn course.

Histon & Impington Wellbeing Festival April /May 2023- the two-week Festival held in April and May had over 30 events and nearly 1750 attended or were involved in some way. Over 400 received their Spring Covid Booster jab.

2023 objectives

In our January report we outlined some objectives for 2023 and *progress updates are provided in red italics*

- Consolidation of services following a year of growth in 2022 with the launch of Holiday at Home and taking over operation of the Day Centre- *successful consolidation with increased membership of both*
- Meet an expected uptake in service demand across all areas- *difficult to measure service demand but there has been an increase*
- Working with the local NHS Integrated Care System including Social Prescribers to provide a joined up and seamless referral process for new service users- *regular meetings held with local Primary Care Network*
- Work to support carers better- *working to obtain grant funding for a new 'caring for carers' support role*
- Increase support for families through the provision of courses under the Circle of Security framework project
- Deliver a successful Community Wellbeing Festival – *two- week Festival held in April/May*

- Develop a successful partnership with SCDC in the use of Kay Hitch Way Community Centre; discussions have been held in recent months about using the Centre Community room as a venue for some HI Friends activities – *HI Friends have now an agreed 18 month Licenced Agreement with SCDC for use of the community room with KHW residents still having use of the facilities*
- Organise a summer seaside trip for older village residents – *organised in June with 50 enjoying*

New initiatives Autumn 2023

- ‘Love to Move’ a new exercise activity for those with Memory Loss which has been developed by the British Gymnastics Association
- a new weekly activity called the ‘Biscuit Tin’ providing respite care
- recruiting two trainee counsellors to work in the two Primary Schools
- a new wellbeing course for primary aged children in school with an opportunity for parents to become directly involved
- a new part time support role ‘Caring for Carers’ with a focus on supporting those caring at home for family members or close friends