

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 16th October 2023**

10 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: Yvonne Murray (Chair), Sarah Allen, Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, David Legge, James Leonard, Tom McKeown, Geoff Moore, Denis Payne (in part), Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham</p> <p>Clerk(s): Chelsea O'Brien; Theresa King</p> <p>Members of Public: 2; 3 members of Darwin Green Residents Association</p> <p>Dist Cllr(s): Hansraj, Cahn (in part)</p> <p>Cty Cllr: Hathorn (in part)</p>	
23/058	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Joseph Adam (personal), Aga Cahn (personal), Simon Jocelyn; Dist Cllr Heylings</p>	
23/059	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>None received</p>	
23/060	<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 23/065 and calendar invites emailed to all.</p>	
23/061	<p>PUBLIC PARTICIPATION</p> <p>Darwin Green Residents Association 3 members introduced themselves to Council and briefed Council on recent updates including:</p> <ul style="list-style-type: none"> - 230 members of Darwin Green are on the Friendly Neighbour's WhatsApp group administered by Darwin Green resident's association. Councillors welcome to join - Recently opened 150m Greenway pathway linking the development to Histon Road <p>Hain Daniels Factory resident spoke of progress made to date including:</p> <ul style="list-style-type: none"> - WhatsApp group with 32 members - Resident meeting held which 14 residents attended and shared concerns - Hain Daniels have visited residents and are proactively working to resolve the specific noise complaints - Action Plan is in place and a shared email address to collate information - Cllr Murray to assist with the creation of resident led survey, results to be shared at meeting with Hain Daniels - Continued support from Parish Council requested <p>Cllr Payne noted one of the outcomes of the public enquiry of the Guided Bus was the WHO standard set a local precedent for noise</p> <p>5 members of the public left the meeting</p>	
23/062	<p><u>TO APPROVE minutes of the meeting held 18th September 2023</u></p> <p>062.1 Proposed Cllr Crockford, seconded Cllr Carrington all in favour Chair to sign as a true and accurate record of the meeting, approved. Cllr Stonham abstained</p>	
23/063	<p><u>MATTERS ARISING</u></p> <p>063.1 Action list provided to all (Appendix 1) and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> - Addition of item 055.9 Hain Daniels Letter 	

	<p>- Cllr Moore queried dates on the Action Plan, Clerk outlined dates can be misleading and quite often inaccurate if action is with a particular committee that defers the task, making the action list out of date at publication. Clerk is mindful of publishing the most accurate date available at the time of producing the action list</p>	
23/064	<p><u>REPORTS TO NOTE</u></p>	
064.1	<p><u>County Council</u> written monthly report September copied to all and accepted (Appendix 2) covering: 20mph zones, City Congestion and UK Power Networks, Local Travel Plan, Buses, Recycling and Residual Waste. Additional discussion on: 20mph Cty Cllr Hathorn noted the successful application in Histon and Impington, 10 objections received, but specifically noted if traffic calming or a crossing was installed on Glebe Way it would satisfy policy for change of speed limit to 20mph Stagecoach no feedback received to date, presume service is running smoothly Garden Walk dialogue on going with residents, timescale of work not yet defined but confirmation received a drainage tunnel will be installed (which was successful on B1049) Age UK Funding Cllr Hathorn will follow up funding allocation</p> <p><u>District Councillor Report</u> written monthly report October copied to all and accepted (Appendix 3) covering: Webchat, Cambridge South Station, Fly Tipping, Mobile Wardens, Cultural Infrastructure Strategy, 4 day week, Cost of Living Work Update, Polling Station District Review, Community Hubs, Ban and Restriction on Single use plastics. Additional discussion on: Warmhub distributed slow cookers and electric blankets to those in need ASB on-going in Orchard Park, Dist Cllr Hansraj noted meeting scheduled with Police Chief Commissioner in October Cultural Infrastructure Strategy ideas welcome Waste SCDC has never taken compostable plastic in the green bin as this takes too long to compost. Technology not in place to reach net zero, but objective is an area of focus and investment</p> <p>County Cllr Hathorn left the meeting.</p>	Cty Cllr Hathorn
064.2	<p><u>Clerk's Report</u> written report provided to all and accepted (Appendix 4). No additional items raised</p>	
064.3	<p><u>Chairman's Report</u> written report provided to all and accepted (Appendix 5). Cllr Murray thanked the Clerk for a well-crafted agenda, focussing on community driven and active matters. Parish Council Christmas meal scheduled Monday 11th December; Cllr Steve Carrington is arranging.</p>	SC
23/065	<p><u>To Accept Committee Reports</u></p>	
065.1	<p><u>Finance, Governance & Legal</u> draft minutes 25th September provided to all and accepted. Next meeting 4th December 2023</p>	
065.2	<p>MOTION: To agree to delegate creation and publication of Finance Questionnaire to Cllr Stonham, Cllr Murray and Cllr Payne to be published in time for resident feedback to be considered prior to precept setting Cllr Stonham noted the survey was just further development of the Financial Strategy Resident survey undertaken in 2017. Cllr Hobbs noted the importance of a well-structured survey to ensure the data collected is useful and the survey is easy to complete, he urged professional support to be considered, supported by Cllr Smith. Cllr Payne and Stonham noted the tight timeframe and communication with residents is key to feed into the precept and three-year plan process, but no professional support had been sought to date. Survey simply asks for areas of spend indicators and not specific projects. Cllr McKeown noted the LCAS criteria and importance of two-way communication with residents and welcomed the survey. Cllr Smith and Hobbs wished to view survey prior to publication. Proposed Cllr Moore, seconded Cllr Allen all in favour and approved</p>	SS/CH
065.3	<p>MOTION: The FGL Committee and RFO are recommending that Council approves to</p>	

	<p>shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend. Report from Finance, Governance and Legal Committee and RFO attached outlining current financial position (Appendix 6). Cllr Moore noted financial liabilities that need medium term consideration including asset mapping which will produce accurate sinking fund plans going forward. RFO confirmed Scribe Asset bolt on to finance package is to be available for Beta testing November 2023 which will include ticketed maintenance and carbon footprint calculations.</p> <p>Cllr Legge queried the requirement for three-year plans for Local Council Award Scheme, Clerk confirmed financial planning is a requirement.</p> <p>Cllr Hobbs questioned the length of the pause requested noting the level of reserves Council currently holds, which Cllr Payne confirmed is roughly 12 months as required by the new Internal Auditor.</p> <p>Following feedback, an amended motion was proposed to read: The FGL Committee and RFO are recommending that Council approves to shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend. Length of pause to be reviewed January Full Council following approval of precept</p> <p>Proposed Cllr Stonham, seconded Cllr Leonard, majority in favour to accept amendment, 1 against. Amendment carried to vote</p> <p>MOTION: The FGL Committee and RFO are recommending that Council approves to shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend. Length of pause to be reviewed January Full Council following approval of precept</p> <p>Proposed Cllr Stonham, seconded Cllr Leonard, majority in favour to accept amendment, 1 against. Approved</p> <p>Dist Cllrs Hansraj and Cahn left the meeting.</p>	
065.4	<p>Planning Committee draft minutes 19th September, 10th October provided to all and accepted. Next meeting due 31st October 2023</p>	
065.5	<p>Nature & Biodiversity draft minutes 3rd October provided to all and accepted. Next meeting due 14th November 2023</p>	
065.6	<p>Parish Council Climate Action Plan report with motion provided to all (Appendix 7). Cllr Smith reminded all of the commitment at the June meeting to develop an Action Plan and presented all with a draft process for developing. Cambridge Carbon Footprint have expressed support to the Parish Council if required.</p> <p>MOTION: To agree to the proposed process for developing the PC Climate Action Plan. Proposed Payne seconded Cllr McKeown all in favour and agreed</p> <p>MOTION: To appoint a small working group to oversee and support this process. Proposed Cllr Smith, seconded Cllr Utridge all in favour and agreed, members wishing to be part of the working group to contact the Clerk</p>	
065.7	<p>Parish Council Support for Climate and Ecology Bill report attached (Appendix 8) MOTION: Support the Climate and Ecology Bill. Proposed Cllr McKeown, seconded Cllr Payne, majority in favour, 3 abstentions. Approved</p> <p>MOTION: Inform local residents, local press and our MP Lucy Frazer of its support for this bill. Proposed Cllr Stonham, seconded Cllr Payne, 2 abstentions noted. Approved</p>	
065.8	<p>Highways, Drainage and Formal Spaces meeting held 9th October; minutes not available for this meeting. Next meeting due 7th November 2023</p>	
065.9	<p>Dates of upcoming Committee meetings: Wellbeing, Recreation & Leisure Next meeting 6th November 2023 Employment and Transformation Next meeting due 30th October 2023, meeting scheduled 11th December cancelled</p>	

	Cllr Payne left the meeting	
23/066	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 9)	
066.1 066.2 066.3	To note payment of accounts under delegated approval as detailed in report (Appendix 9) To approve payment of outstanding accounts as detailed in report (Appendix 9). Proposed Cllr Stonham seconded Cllr Carrington all in favour and approved To report on amounts paid in. Noted	
23/067	<u>Other Matters</u>	
067.1	<u>Community Engagement with MP candidates</u> Clerk to contact St Andrews Church Office for views on previous hustings. Item for January agenda following receipt of information	Clerk
067.2	<u>Zombie Fest, Holiday Inn, Impington</u> to delegate to Chair and Clerk to review any resident feedback received. Cllr Hobbs requested details of standard procedure of staff for events of this kind. Clerk confirmed the Office would deal with any feedback and signpost residents to the appropriate authority. Clerk confirmed Cllr Payne requested the item on the agenda to ensure Council was aware of the event and to offer assurance to residents. Following discussion, Chair proposed an amended motion to read: <u>Zombie Fest, Holiday Inn, Impington</u> to delegate to Chair and Clerk to review any resident feedback received and take appropriate action in line with standard procedures. Proposed Cllr Stonham seconded Cllr Davies, motion carried to vote MOTION: <u>Zombie Fest, Holiday Inn, Impington</u> to delegate to Chair and Clerk to review any resident feedback received and take appropriate action in line with standard procedures. Proposed Cllr Stonham, seconded Cllr Davies all in favour and approved	
067.3	<u>Application to Fell Beech Tree, The Coppice</u> advice received from SCDC Tree Officer, application will be refused due to insufficient supporting documentation from resident claim company. Noted	
067.4	<u>Phase 1 Policy Review</u> to review and approve (uploaded to SharePoint 22 nd August 2023). Hard copies available on request. Proposed Cllr Stonham, seconded Cllr Carrington, all in favour, 4 abstentions noted.	
067.5	<u>Correspondence Received:</u> Letter from Cambridgeshire County Council in relation to surface water issue, Garden Walk, Histon provided to all (Appendix 10) and noted.	
23/068	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA All agreed to delegate to Chair and Clerk to draft and post	
23/069	Next Full Council: Histon & Impington Parish Council Monday 20 th November 2023	
	Meeting closed: 9:19pm 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: FGL and RFO Report Appendix 7: Climate Action Plan Appendix 8: Climate and Ecology Bill Appendix 9: Finance Report Appendix 10: Garden Walk CCC Correspondence	