

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 20<sup>th</sup> November 2023**

**7 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> Yvonne Murray (Chair), Joseph Adam, Steve Carrington, Jennifer Crockford, Neil Davies, Christopher Hobbs, Simon Jocelyn, David Legge, James Leonard, Tom McKeown, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King</p> <p><b>Members of Public:</b> 6</p> <p><b>Cty Cllr:</b> Hathorn (in part)</p>	
<b>23/069</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies: Cllrs Sarah Allen (personal), Aga Cahn (personal), Walter Davey (personal) Dist Cllrs Heylings, Cahn and Hansraj</p>	
<b>23/070</b>	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>None received</p>	
<b>23/071</b>	<p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Upcoming dates shared on events page of <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a> detailed under agenda item 23/076 and calendar invites emailed to all.</p>	
<b>23/072</b>	<p><b>PUBLIC PARTICIPATION</b></p> <p><b><u>David Blakesley, Chairman Histon and Impington Branch RBL</u></b> – thanked the Clerk and Chair for the work involved in applying for the road closure. He also thanked the three trained volunteers for enforcing the road closure on the day. The closure enabled a safe area for all involved and provided the solemnity the event deserved.</p> <p><b><u>Resident of Dwyer Joyce Close</u></b> shared the views of residents on social media of the recently painted double yellow lines on Station Road and questioned if the Parish Council would accept this poor quality of work. Cty Cllr Hathorn confirmed work was completed within the limited budget available from the Greater Cambridge Partnership. Cllr Smith noted the significance of having enforceable double yellow lines from a safety perspective (even if poor quality). Cty Cllr Hathorn committed to arrange a walkabout with the Highways Officer for residents and Councillors to discuss the work completed and options going forward.</p> <p><b><u>Member of Hain Daniel Resident Group</u></b> present to update Council on questionnaire now live, to be uploaded to Parish Council website in coming days. Resident thanked Cllr Murray for her work helping to produce the questionnaire. Update expected following questionnaire results.</p> <p><b><u>Resident of Station Road</u></b> present to update Council of the impact to residents if the Traffic Regulation Order (TRO) is to be enforced from January 2024. 20 houses will be impacted which will cause a knock-on effect for neighbouring streets if residents of Station Road cannot park near their houses. Residents urged the Parish Council to consider requesting a pause to the installation of the signage to allow for consultation noting Station Road has changed significantly since the TRO was installed, including the closure of the Post Office. With agreement of Council, Chair suspended Standing Orders and brought forward item 078.2.</p> <p>Cllr Legge joined the meeting during this item. 5 residents left the meeting.</p>	<b>Cty Cllr</b>



076.2	<b><u>NALC 2023-24 National Salary Award</u></b> Local Government Association agreement on the pay scales for 23-24 (linked to staff contracts) to be implemented from 1 <sup>st</sup> April 2023. Updated scales and backpay to all staff are included in November payroll. Noted.	
076.3	<b><u>Head Parish Groundman</u></b> has tendered his resignation, last working day 31 <sup>st</sup> January 2024. Noted	
076.4	<b>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.</b> Proposed Cllr Stonham, seconded Cllr Crockford all in favour and approved. 1 resident left the meeting.  Clerk and RFO left the meeting for this item.	
076.5	<b>To Review:</b> recommendations from the Employment Committee within confidential report provided to members only noting pay agreement for staff being discussed. 1SCP performance rise and bonus Head Parish Groundsman and Head Parish Ranger 2SCP performance rise for RFO 2SCP performance rise and change of job title for Administration Assistant to Assistant Clerk 2SCP performance rise and change of job title for Clerk to Clerk/Executive Officer  Following discussion covering Review and Development process, request for all Councillors to have copies of staff job descriptions and an understanding of staff roles. Cllr Legge highlighted the new role for the Clerk as recommended by the Employment Committee should read Clerk and Executive Officer rather than Clerk/Executive Officer. The vote for this motion was based on Cllr Legge's amendment above. Proposed Cllr Stonham seconded Cllr Smith all in favour, 2 abstentions, all recommendations <b>approved</b> and to be paid in December salaries.	
076.6	Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting. Proposed Cllr Stonham seconded Cllr Hobbs all in favour and approved. Clerk and RFO returned to the meeting	
076.7	<b><u>Planning Committee</u></b> draft minutes 31 <sup>st</sup> October provided to all and accepted. Next meetings due 21 <sup>st</sup> November, 12 <sup>th</sup> December 2023	
076.8	<b><u>Wellbeing, Recreation &amp; Leisure</u></b> draft minutes 6 <sup>th</sup> November provided to all and accepted. Next meeting due 22 January 2024	
076.9	<b><u>Nature &amp; Biodiversity</u></b> draft minutes 14 <sup>th</sup> November will be provided by email and note at January Full Council. Next meeting due 6 <sup>th</sup> February 2024	
076.10	<b><u>Highways, Drainage and Formal Spaces</u></b> draft minutes 9 <sup>th</sup> October and 7 <sup>th</sup> November provided to all and accepted. Next meeting due 23 <sup>rd</sup> January 2024	
076.11	<b><u>Local Highways Initiative Application 24/25</u></b> application window open until 5pm Friday 12 <sup>th</sup> January 2024. <b>To approve allocation of £20k funding and delegation to Highways Drainage and Formal Spaces to submit application for Station Road/High Street.</b> Application attached for members to review ( <b>Appendix 6</b> ), noting scheme is the same as applied for in the previous year. Proposed Cllr McKeown, seconded Cllr Leonard all in favour and <b>agreed</b> .	
076.12	<b><u>Dates of upcoming Committee meetings:</u></b> <b><u>Finance, Governance &amp; Legal</u></b> Next meeting 4 <sup>th</sup> December 2023	
<b>23/077</b>	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 7)</b>	
077.1 077.2	<b>To note</b> payment of accounts under delegated approval as detailed in report ( <b>Appendix 7</b> ). <b>To approve</b> payment of outstanding accounts as detailed in report ( <b>Appendix 7</b> ). Proposed	

077.3	Cllr Stonham seconded Cllr Carrington all in favour and <b>approved To report</b> on amounts paid in. Noted	
23/078	<b><u>Other Matters</u></b>	
078.1	<b><u>Security Maintenance at Recreation Ground</u></b> To agree spend of up to £1200 +VAT to further improve security to the Parish Council compound and replace faulty camera. Quote obtained from approved Parish Council security contractor.  Specification: replace faulty camera in car park; extend Wi-Fi from the Office to the Compound to enable new control panel for remote access; Purchase of new camera with audio for compound. Proposal specification produced by Clerk to enable remote access to the compound to reduce the need for staff to attend out of hours. Proposed Cllr Wilbraham, seconded Cllr Uttridge all in favour and approved. Clerk to arrange works at the earliest opportunity.	Clerk
078.2	<b><u>Station Road Petition</u></b> report provided to all detailing feedback from Residents. Request for Parish Council to formally write and request pause to installation of Traffic Regulation Order (TRO) signage on Station Road to allow further consultation to take place noting amendments to TRO will have a cost implication to Parish Council. Standing Orders suspended, item brought forward to follow Public Participation. Members considered the feedback from residents, Cty Cllr Hathorn confirmed there will be a cost element to the Parish Council estimated £3-4000 to amend the TRO at a later date. She also noted this is the only example in the villages where the TRO has not previously been enforced but will be from January 2024. Cllr Payne <b>agreed</b> to circulate the Civil Parking Seminar link for all to watch. Cllr Moore confirmed the need for consultation if the pause to install the signs is accepted to gather views of residents prior to formally applying for amendments to the TRO. Proposed Cllr Stonham, seconded Cllr Carrington, <b>all in favour</b> , 1 abstention	DWP
23/079	<b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>  All agreed to delegate to Chair and Clerk to draft and post	
23/080	<b>Next Full Council: Histon &amp; Impington Parish Council</b> Monday 15 <sup>th</sup> January 2024	
	<b>Meeting closed: 9:19pm</b>  <b>Appendix 1: Action List</b> <b>Appendix 2: County Councillors Report</b> <b>Appendix 3: District Councillor Report</b> <b>Appendix 4: Clerk's Report</b> <b>Appendix 5: Chairman's Report</b> <b>Appendix 6: LHI Application</b> <b>Appendix 7: Finance Report</b>	