

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 22<sup>nd</sup> January 2024**

**13 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> Yvonne Murray (Chair), Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, David Legge, James Leonard, Tom McKeown, Denis Payne, Sarah Smith, Joe Uttridge, Louise Wilbraham  <b>Clerk(s):</b> Chelsea O'Brien; Theresa King  <b>Members of Public:</b> 11  <b>Cty Cllr:</b> Hathorn (in part)  <b>Dist Cllr:</b> Hansraj (in part)</p>	
	<p><b>WELCOME FROM THE CHAIR</b></p> <p>Chair welcomed all to the meeting and outlined the need to follow process as highlighted in Chairs Report covering:</p> <ul style="list-style-type: none"> <li>- Everyone is welcome and encouraged all questions</li> <li>- Raising of hand when wishing to speak in line with Standing Orders</li> <li>- Consider speaking just once on a subject matter unless exceptional circumstances</li> <li>- Everyone to enjoy contributing and no question left unresolved</li> <li>- Teamwork and respect of each other and staff</li> </ul>	
<b>23/081</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies: Cllrs Joseph Adam (personal), Sarah Allen (personal), Aga Cahn (personal), (personal), Geoff Moore (personal), Cllr Stonham (personal)  Dist Cllrs Heylings and Cahn</p>	
<b>23/082</b>	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>Cllr Payne – pecuniary interest – item 090.3, 090.4, 090.5  Cllr Carrington – pecuniary interest – item 090.1  Cllr Uttridge – pecuniary interest – item 090.1, 090.5  Cllr Davies – pecuniary interest – item 090.5</p>	
<b>23/083</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 23/088 and calendar invites emailed to all.</p>	
<b>23/084</b>	<p><b>PUBLIC PARTICIPATION</b></p>	
<b>084.1</b>	<p><b><u>Tennis Club Member</u></b> present to outline the request for the additional hours (item 90.2) and how this has evolved since a boost in membership following the pandemic. It was noted the exact number of additional hours to be requested from the Tennis was unknown until the charges/fees had been approved by Council.</p>	
<b>084.2</b>	<p><b><u>Resident present</u></b> shared concerns regarding the application for development of flats on School Hill. He queried a statement in the planning documentation and informal meeting 12<sup>th</sup> July with the Chair and members of Council. Cllr Jocelyn confirmed his attendance at the informal meeting and noted no view of the Council was aired at that meeting. The documents shared at that meeting were draft and a commitment to circulate once finalised was noted.</p>	
<b>084.3</b>	<p><b><u>Representative of Camtrust</u></b> shared with Councillors the work of Camtrust and the life skills and opportunities available to residents. Funding for two popular projects (work experience in local businesses and bike refurbishment) is coming to an end this year and Camtrust would like to be considered for a grant/donation from the Parish Council. Chair welcomed an application from Camtrust and advised the representative to get in touch with the Clerk for details on how to apply.</p>	

084.5	<p><b>Representative of HILights</b> shared a presentation with Council of the successes of the three magazines published to date and the positive feedback received from the community and local businesses. The magazines have encouraged a shop local ethos as well as sharing local news, events and Parish Council activities. It was noted community organisations are invited to submit news/events and they would be featured free of charge as an editorial item, but advertising is charged regardless of status (business, charity, local government etc). With agreement of Council, Chair suspended Standing Orders and brought forward item 090.3 and 090.4. Cllr Payne left the meeting for these items.</p>	
23/085 085.1	<p><b><u>TO APPROVE minutes of the meeting held 20<sup>th</sup> November 2023</u></b></p> <p>Proposed Cllr Wilbraham, seconded Cllr Hobbs all in favour Chair to sign as a true and accurate record of the meeting, <b>approved</b>. 1 Councillor abstained</p>	
23/086 086.1	<p><b><u>MATTERS ARISING</u></b></p> <p>Action list provided to all (<b>Appendix 1</b>) and accepted.</p>	
23/087 087.1 087.2 087.3 087.4	<p><b><u>REPORTS TO NOTE</u></b></p> <p><b>County Council</b> written monthly report November and December copied to all and accepted (<b>Appendix 2</b>) covering: <b>County Council Budget, Levelling Up, Public Health, Highways Maintenance Way of Working, Regularising gully clearing, Histon High Street Flooding</b>. Cty Cllr Hathorn highlighted the budget, no additional queries were raised</p> <p><b>District Councillor Report</b> written monthly report December copied to all and accepted (<b>Appendix 3</b>) covering: <b>Building Local Resilience, National Planning Policy Framework, Cambridge 2040, Cambridgeshire County Council Quality of Life Survey, Anti-Social Behaviour, Rent Overpayment Issues, SCDC Housing Maintenance, Correction of Fake News, SCDC Help for Residents</b>. Additional discussion on meeting with Police Commissioner and Community Safety Partnership noting a recent reduction in reports of anti-social behaviour and offer of part funding of a youth worker for Orchard Park.</p> <p><b>Clerk's Report</b> written report provided to all and accepted (<b>Appendix 4</b>). Clerk reminded all of the last working day of Head Parish Groundsman and Parish Council organised gathering planned.</p> <p><b>Chairman's Report</b> written report provided to all and accepted (<b>Appendix 5</b>). No additional items raised</p>	
23/088 088.1	<p><b><u>To Accept Committee Reports</u></b> - <i>note actions and accept</i></p> <p><b><u>Employment and Transformation</u></b> meeting scheduled 9<sup>th</sup> January postponed.</p> <p>To co-opt to the Committee noting 3 vacancies. Item to be included on next committee agenda.</p> <p><i>*Recruitment Packs provided to Councillors only noting draft contract of employment included and subject to change</i></p> <p>Cllr Payne noted by email, and Cllr McKeown noted in the meeting, that pension enrolment is now compulsory. Clerk noted future of 12 New Road has not yet been discussed.</p> <p><b>To review and approve:</b></p> <ol style="list-style-type: none"> <li>To approve recruitment and salary for the posts: Head Parish Groundperson; Assistant Parish Ranger and Assistant Parish Groundperson. Following discussion and noting the wish for a final review of the recruitment packs by Full Council, proposed Cllr Davies seconded Cllr Wilbraham to recruit for three posts at the salary/band as proposed on the recruitment packs. <b>Motion carried</b></li> <li>To approve delegation to the Employment Committee and other named Councillors (<b>to be agreed</b>) to review the recruitment packs and agree a timetable for recruitment. Any changes to model contracts will result in further review by Full Council. Cllr</li> </ol>	ET Agenda

	<p>Hobbs noted the need to stagger the employment of the Assistant Parish Groundsman until the Head Parish Groundsman is in post to encourage involvement in the recruitment process. Proposed Cllr Davies, seconded Cllr Legge <b>all in favour</b> and approved. Cllrs Carrington and Hobbs nominated to assist with the review of the packs alongside the Employment Committee. <b>Motion carried</b></p> <p>3. To approve delegation to the Clerk and Employment Committee Chair to finalise and recruit subject to no changes to model contracts. A unanimous view of Council was for the recruitment packs to be reviewed by Full Council. Motion not carried when taken to vote, all Councillors voted against. <b>Motion not carried.</b></p>	
088.2	<p><b>Planning Committee</b> draft minutes 21<sup>st</sup> November 2023, 12<sup>th</sup> December 2023 and 9<sup>th</sup> January 2024 provided to all and accepted. Date of next meeting to be confirmed following confirmation from Camel Projects of extension to consultation period for School Hill application and date of public meeting.</p>	FGL Agenda
088.3	<p><b>Finance, Governance &amp; Legal</b> draft minutes 4<sup>th</sup> December and 8<sup>th</sup> January provided to all and accepted. Next meeting due 15<sup>th</sup> April 2024</p> <p>To co-opt to Committee noting 2 vacancies – item for next Committee agenda</p>	
088.4	<p><b>Dates of upcoming Committee meetings:</b>  <b>Wellbeing, Recreation &amp; Leisure</b> next meeting due 4<sup>th</sup> March 2024  <b>Highways, Drainage and Formal Spaces</b> next meeting 23<sup>rd</sup> January 2024  <b>Nature &amp; Biodiversity</b> Next meeting due 6<sup>th</sup> February 2024</p>	
23/089	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 6)</b></p> <p>089.1 <b>To note</b> payment of accounts under delegated approval as detailed in report (<b>Appendix 6</b>).  089.2 <b>To approve</b> payment of outstanding accounts as detailed in report (<b>Appendix 6</b>). Proposed Cllr Crockford seconded Cllr Leonard all in favour and <b>approved</b>  089.3 <b>To report</b> on amounts paid in. Noted</p>	
23/090	<p><b>Other Matters</b></p> <p>090.1 <b>Recreation Ground Facilities Charges 24-25 and Sports Club Formal Arrangement Fees to review and approve charges.</b> Report provided to all (<b>Appendix 7</b>). Cllrs Carrington and Uttridge left the meeting. Two scenarios presented to Council, 5% increase to cover costs in materials or 7% increase to cover increase in cost of materials and just 2% of staff costs increases (noting nationally staff salaries increased on average of 5%). Cllr Payne expressed his support for 7%, shared by Cllr Davies. RFO confirmed 5% increase was included within the budget and precept process but not all projects identified could be achieved. 7% would allow some flexibility for additional projects. Cllr Hobbs queried the youth Hornet fees and noted he was unable to vote on any increase. Chair highlighted that abstentions may run risks of costs not being covered. RFO confirmed youth Hornets team charges are included in the Formal Arrangement fee. Proposed Cllr Payne, seconded Cllr Davies all in favour and accepted. 10 in favour 1 against, <b>motion carried.</b>  Councillors queried pricing structure in relation to other nearby Parishes, action with the Office to complete.</p> <p>090.2 <b>Request to amend Formal Arrangement from Tennis Club</b> to review and consider request for inclusion of additional hours for sports courts hire within the formal arrangement (currently separate), detailed within report provided to all (<b>Appendix 7</b>). Councillors questioned the impact this would have on public hire. Clerk confirmed these hours have not been offered to the public as they are usually offered to the tennis club so unable to advise. It was noted access to the courts outside of office hours requires pre-booking and key collection. Gate access system working group yet to meet to consider options. Noting this, Cllr Hobbs suggested the working group is transferred to the WRL Committee. Noting this is not on the agenda for review, item for next WRL Committee to request update and timeline from the working group. Cllr Hobbs suggested Council approves the 21.5 summer season additional hours at £2.08 per hour to allow review of gate access and review of formal arrangement and costings to take place. <b>All in favour to accept proposal.</b></p> <p>090.3 <b>HI Lights Magazine Review</b> noting 12-month contract ends 31<sup>st</sup> May 2024. Review of</p>	Office
		WRL Agenda

	<p>findings to date from the Clerk team provided to all (<b>Appendix 8</b>)</p> <p>Standing Orders suspended to allow members of the public to take part. Cllr Payne left the room for this item and item 090.4</p> <p>Cllr Crockford questioned how obvious it is to community organisations of the offer of free editorial feature. HILights representative offered to share communications sent to all contributors with Cllr Crockford for review and feedback.</p> <p>Cllr Carrington stated the Council should support local ideas but noted the dates for submission of articles are so far in advance of publication and not ideal for village groups arranging events.</p> <p>Cllr Davies reminded all of the suggestions within the report provided (<b>Appendix 8</b>) and shared his positive views of the monthly Girton Parish Magazine, noting the Town Charity contributes towards the publication with no contribution from Girton Parish Council. HILights confirm they have spoken to organisers of the Girton Parish Magazine but noted the smaller scale print and distribution required. Cllr Davies also noted the publication dates for HILights does not align with key village events (i.e. Feast Week).</p> <p>Cllr Carrington asked if Camtrust could be considered to help with printing, HILights confirmed Print Out undertake all printing noting this is litho printing which is not available at Camtrust.</p> <p>Standing Orders reinstated.</p> <p><b>For Decision: Council to consider</b> entering into a 12-month contract for 12 pages of content in HI Lights Magazine under the same terms as previous contract. Chair asked Council to consider whether they had the information and were ready to consider the item. Proposed Cllr Hobbs seconded Cllr Crockford 8 in favour, 1 against, 3 abstentions <b>motion carried</b></p>	
<p><b>090.4</b></p>	<p><b><u>HI Lights Magazine Financial Request 2024 to consider</u></b> funding request of £7584 which covers 12 pages of content across 4 magazines (£3690) and contribution towards printing costs (£3984). Copy of funding request provided to all (<b>Appendix 9</b>). Cllr Davies noted no financial data for HILights magazine (income and expenditure and budget) was provided as part of the funding request. Chair asked HILights representative as a point of clarity if this information could be shared, response given was that noting overheads are shared with HIHub a breakdown specifically for HILights was not possible, but all accounts are published on Companies House.</p> <p>Cllr Smith noted requests for funding to other bodies are usually accompanied by budget breakdown of the full cost of delivering the project, HILights confirmed the funds requested are for advertising services and contribution to the print cost.</p> <p>Council noted its commitment last year to review and approve a process for funding requests outside of the Donations and Grants Policy and that this review has stalled. The need for income and Expenditure and budgets information prior to making a decision for any funding request featured is to ensure due diligence and consistency for all applying.</p> <p>Proposed Cllr Crockford, seconded Cllr Hobbs all in favour to defer item, awaiting receipt of income and expenditure and project budget to accompany funding request. Cllrs Murray, Crockford, Smith and Davies to review documentation received prior to publication on next agenda. Cllr Wilbraham noted the need to consistency with all requests.</p>	
<p><b>090.5</b></p>	<p><b><u>HI Friends Wellbeing Team Financial Request 2024 to consider</u></b> funding request of £25,000 to support towards the cost of the Wellbeing Team. Copy of funding request provided to all (<b>Appendix 10</b>). Cllrs Payne, Davies and Uttridge left the room. Councillors noted no financial information provided with the request for funding, proposed Cllr Smith, seconded Cllr Crockford all in favour to defer item, awaiting receipt of income and expenditure and project budget to be reviewed by working group prior to publication on the agenda. Cllrs Payne, Uttridge and Davies returned to the meeting.</p> <p>Under Standing Order 3x, Chair extended the meeting to transact all business on the agenda.</p>	
<p><b>090.6</b></p>	<p><b><u>Connections Bus Youth Work Financial Request 2024 to consider</u></b> funding request of £26,087 for youth work provision in Histon and Impington. Copy of funding request provided to all (<b>Appendix 11</b>). Cllr Wilbraham left the meeting. Councillors noted no financial information provided with the request for funding, proposed Cllr Payne, seconded Cllr Carrington all in favour to defer item, awaiting receipt of income and expenditure and project budget to be reviewed by working group prior to publication on the agenda. Cllr Wilbraham returned to the meeting but urged Council to consider the wider youth provision within the Parishes and the need to make consistent decisions.</p>	

<p><b>090.7</b></p> <p><b>090.8</b></p>	<p><b>Age UK Financial Request 2024 to consider</b> funding request of £11,000 for Community Warden Funding in Histon and Impington. Copy of funding request provided to all (<b>Appendix 12</b>). Financial information included as part of application, proposed Cllr Legge, seconded Cllr Davey, all in favour <b>motion carried</b>.</p> <p><b>2024-2025 Precept:</b> To approve recommendation to request precept for 2024-2025 from South Cambridgeshire District Council of £435,828.48, an increase of 5%, making the figure £129.43 per annum on a Band D property (an increase of £6.16), with Council Tax rates continuing to be equal for the two parishes. Supporting paper provided to all (<b>Appendix 13</b>). Proposed Cllr Hobbs seconded Cllr Carrington all in favour <b>motion carried</b></p>	
<p><b>23/091</b></p>	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p>All agreed to delegate to Chair and Clerk to draft and post</p>	
<p><b>23/092</b></p>	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Monday 19<sup>th</sup> February 2024</p>	
	<p><b>Meeting closed: 9:48</b></p> <p><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: Finance Report</b>  <b>Appendix 7: Recreation Ground Fees</b>  <b>Appendix 8: HILights Magazine Review</b>  <b>Appendix 9: HILights Funding Request</b>  <b>Appendix 10: HI Friends Funding Request</b>  <b>Appendix 11: Connections Bus Funding Request</b>  <b>Appendix 12: Age UK Funding Request</b>  <b>Appendix 13: Precept Report</b></p>	