

NOTICE OF MEETING: **HISTON & IMPINGTON PARISH COUNCIL**
TIME: **7.30pm**
DATE: **Monday 22nd January 2024**
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
15th January 2024

Members: 19 Quorum: 7

AGENDA FRONT SHEET



	** Refreshments served from 7pm**	
	Welcome and introduction from the Chair	
23/081	<u>To Receive and Approve Apologies for Absence</u>	
23/082	<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	
23/083	<u>Date(s) of next Committee Meetings</u> Upcoming dates shared on events page of www.hisimp-pc.gov.uk , detailed under agenda item 088.1 and calendar invites emailed to all	
23/084	<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
23/085	<u>To Approve minutes of the meeting held 20th November 2023 attached</u>	For Decision
23/086	<u>Matters Arising from Previous Meetings</u> – <i>for information only</i> <u>Actions List</u> - attached Any other Matters Arising to report	5 Mins To note
23/087	<u>To Receive Reports</u> – <i>for information only</i>	15 Mins
087.1	<u>Monthly reports</u> from County and District Councillors – attached	
087.2	<u>Clerk's Report</u> – attached	
087.3	<u>Chair's Report</u> – attached	
23/088	<u>To Accept Committee Reports</u> - <i>note actions and accept</i>	15 Mins

088.1	<p><u>Employment and Transformation</u> meeting scheduled 9th January postponed.</p> <p>To co-opt to the Committee noting 3 vacancies</p> <p>To review and approve:</p> <ol style="list-style-type: none"> 1. To approve recruitment and salary for the posts: Head Parish Groundperson; Assistant Parish Ranger and Assistant Parish Groundperson 2. To approve delegation to the Employment Committee and other named Councillors (to be agreed) to review the recruitment packs and agree a timetable for recruitment. Any changes to model contracts will result in further review by Full Council 3. To approve delegation to the Clerk and Employment Committee Chair to finalise and recruit subject to no changes to model contracts <p><i>*Recruitment Packs provided to Councillors only noting draft contract of employment included and subject to change</i></p>	<p>For Decision</p> <p>For Decision</p> <p>For Decision</p> <p>For Decision</p>
088.2	<p><u>Planning Committee</u> draft minutes 21st November and 12th December <u>attached</u>. Draft minutes 9th January to follow. Next meeting due 30th January 2024</p>	
088.3	<p><u>Finance, Governance & Legal</u> draft minutes 8th January to follow. Next meeting due 15th April 2024</p> <p>To co-opt to Committee noting 2 vacancies</p>	<p>For Decision</p>
088.4	<p><u>Dates of upcoming Committee meetings:</u></p> <p><u>Wellbeing, Recreation & Leisure</u> next meeting 22nd January 2024</p> <p><u>Highways, Drainage and Formal Spaces</u> next meeting 23rd January 2024</p> <p><u>Nature & Biodiversity</u> Next meeting due 6th February 2024</p>	
23/089	<p><u>To Receive Finance & Administration Report</u></p>	<p>10 Mins</p>
089.1 089.2 089.3	<p>To note payment of accounts under delegated approval – see RFO Report <u>attached</u></p> <p>To approve payment of outstanding accounts due– RFO Report <u>attached</u></p> <p>To report on amounts paid in</p>	<p>For Decision</p>
23/090	<p><u>Other Matters</u></p>	<p>30 Mins All For Decision</p>
090.1	<p><u>Recreation Ground Facilities Charges 24-25 and Sports Club Formal Arrangement Fees</u> to review and approve charges <u>report attached</u></p>	
090.2	<p><u>Request to amend Formal Arrangement from Tennis Club</u> to review and consider request for inclusion of additional hours for sports courts hire within the formal arrangement (currently separate) detailed within <u>report attached</u></p>	
090.3	<p><u>HI Lights Magazine Review</u> noting 12-month contract ends 31st May 2024. Updating <u>Report attached</u></p> <p>For Decision: Council to consider entering into a 12-month contract for 12 pages of content in HI Lights Magazine under the same terms as previous contract</p>	
090.4	<p><u>HI Lights Magazine Financial Request 2024</u> to consider funding request of £7584 which covers 12 pages of content across 4 magazines (£3690) and contribution towards printing costs (£3984). Copy of email <u>attached</u></p>	
090.5	<p><u>HI Friends Wellbeing Team Financial Request 2024</u> – to consider funding request of £25,000 to support towards the cost of the Wellbeing Team. Copy of letter <u>attached</u></p>	
090.6	<p><u>Connections Bus Youth Work Financial Request 2024</u> – to consider funding request of £26,087 for youth work provision in Histon and Impington. Copy of letter <u>attached</u></p>	

090.7	<u>Age UK Financial Request 2024 to consider</u> funding request of £11,000 for Community Warden Funding in Histon and Impington. Copy of letter <u>attached</u>	
090.8	<u>2024-2025 Precept:</u> 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. <u>Supporting paper attached.</u>	
23/091	<u>Communicating the January Full Council Meeting and Request Matters For Next Agenda/s:</u>	5 mins
23/092	<u>Next Full Council:</u> Monday 19 th February 2024	



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

7 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: 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>Clerk(s): Chelsea O'Brien; Theresa King</p> <p>Members of Public: 6</p> <p>Cty Cllr: Hathorn (in part)</p>	
23/069	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Sarah Allen (personal), Aga Cahn (personal), Walter Davey (personal) Dist Cllrs Heylings, Cahn and Hansraj</p>	
23/070	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>None received</p>	
23/071	<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 23/076 and calendar invites emailed to all.</p>	
23/072	<p>PUBLIC PARTICIPATION</p> <p><u>David Blakesley, Chairman Histon and Impington Branch RBL</u> – 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><u>Resident of Dwyer Joyce Close</u> 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.</p> <p>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><u>Member of Hain Daniel Resident Group</u> 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><u>Resident of Station Road</u> 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>	Cty Cllr

23/073	<u>TO APPROVE minutes of the meeting held 16th October 2023</u>	
073.1	Proposed Cllr Stonham, seconded Cllr Crockford all in favour Chair to sign as a true and accurate record of the meeting, approved . 3 Councillors abstained	
23/074	<u>MATTERS ARISING</u>	
074.1	Action list provided to all (Appendix 1) and accepted. Additional discussion on: <ul style="list-style-type: none"> - Zombie Fest – Clerk verbally updated on 4 complaints received, forwarded to South Cambs Licensing department - Cambridge Science Park North (CSPN) – have requested a meeting with the Parish Council to update, Clerk to circulate date once received - Flagship Homes – have written to confirm that as the site on Milton Road (Community Park) has not been able to obtain Planning Permission, they have decided to not progress with the project. Written formal notice has been received from Flagship's Solicitors 	Clerk
23/075	<u>REPORTS TO NOTE</u>	
075.1	<u>District Councillor Report</u> written monthly report October copied to all and accepted (Appendix 2) covering: Zombie Fest, Best Value Notice (4 Day Week), St Johns Innovation Park, Proposal for a new pitch at IVC, Cambridge 2040, Political Assistants, Health and Wellbeing Strategy Refresh . Chair requested questions to be emailed directly to the District Councillors noting apologies for the meeting were given. Cllr Davies queried the role/need and cost to taxpayers of Political Assistants, Cllr Payne noted the salary advertised will not include pension, management, overheads etc and agreed to contact the District Councillors requesting further details. <u>County Council</u> written monthly report October copied to all and accepted (Appendix 3) covering: Flooding in Histon, Budget Deficit, Orchard Park Pavements, Cycle Path over A14, Ring Fort Path Orchard Park . Additional discussion on: Domestic Abuse Team Cty Cllr Hathorn noted cases in South Cambs are rising, locations in the village do have safe place posters (including the Library). Cty Cllr Hathorn welcomed suggestions for locations or relocation of existing posters. Drainage noting Histon and Impington has a draft flood plan in place that covers flooding, it does not cover spot flooding. Cty Cllr Hathorn urged Councillors to report all blockages as a small blockage could result in properties flooding. Gulley Cleans and Street Sweeping Cty Cllr Hathorn is making connections with SCDC team and welcomed local intelligence to help structure the programme of cleans. Cllr Payne requested the Office to advertise the upcoming gulley cleans for the village on the website. Cty Cllr Hathorn left the meeting	DWP
075.2	<u>Clerk's Report</u> written report provided to all and accepted (Appendix 4). Clerk advised of Christmas Tree delivery week commencing 27 th November and light installation following successful PAT testing. Cllr Payne verbally highlighted to members two recent posts in HI Hub and "surprises" to Councillors noting a report was shared with HI Hub prior to Councillors reviewing. He urged the Office team to find a way of keeping Councillors informed of projects and significant decisions prior to publication to ensure Councillors are fully briefed and there are no blind spots. Clerk confirmed all meeting papers are shared with Councillors and posted online prior to meetings in line with policy. A few Councillors noted inaccuracies in posts on HI Hub in relation to Parish Council activities.	Office
075.3	<u>Chairman's Report</u> written report provided to all and accepted (Appendix 5). No additional items raised	Office
23/076	<u>To Accept Committee Reports</u> - <i>note actions and accept</i>	
076.1	<u>Employment and Transformation</u> draft minutes 30 th October 2023 provided to all and accepted. Next meeting due 5 th February 2024.	

076.2	<u>NALC 2023-24 National Salary Award</u> Local Government Association agreement on the pay scales for 23-24 (linked to staff contracts) to be implemented from 1 st April 2023. Updated scales and backpay to all staff are included in November payroll. Noted.	
076.3	<u>Head Parish Groundman</u> has tendered his resignation, last working day 31 st January 2024. Noted	
076.4	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. 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	To Review: 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 approved 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	<u>Planning Committee</u> draft minutes 31 st October provided to all and accepted. Next meetings due 21 st November, 12 th December 2023	
076.8	<u>Wellbeing, Recreation & Leisure</u> draft minutes 6 th November provided to all and accepted. Next meeting due 22 January 2024	
076.9	<u>Nature & Biodiversity</u> draft minutes 14 th November will be provided by email and note at January Full Council. Next meeting due 6 th February 2024	
076.10	<u>Highways, Drainage and Formal Spaces</u> draft minutes 9 th October and 7 th November provided to all and accepted. Next meeting due 23 rd January 2024	
076.11	<u>Local Highways Initiative Application 24/25</u> application window open until 5pm Friday 12 th January 2024. To approve allocation of £20k funding and delegation to Highways Drainage and Formal Spaces to submit application for Station Road/High Street. Application attached for members to review (Appendix 6), noting scheme is the same as applied for in the previous year. Proposed Cllr McKeown, seconded Cllr Leonard all in favour and agreed .	
076.12	<u>Dates of upcoming Committee meetings:</u> <u>Finance, Governance & Legal</u> Next meeting 4 th December 2023	
23/077	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 7)	
077.1 077.2	To note payment of accounts under delegated approval as detailed in report (Appendix 7). To approve payment of outstanding accounts as detailed in report (Appendix 7). Proposed	

077.3	Cllr Stonham seconded Cllr Carrington all in favour and approved To report on amounts paid in. Noted	
23/078	<u>Other Matters</u>	
078.1	<u>Security Maintenance at Recreation Ground</u> 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	<u>Station Road Petition</u> 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, 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 agreed 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, all in favour , 1 abstention	DWP
23/079	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA All agreed to delegate to Chair and Clerk to draft and post	
23/080	Next Full Council: Histon & Impington Parish Council Monday 15 th January 2024	
	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: LHI Application Appendix 7: Finance Report	

Item ref	Detail	Target Completion Date	Responsible	Status	Outcome
Oct-20					
20/074.3	Emergency Plan Review	No set date	Highways, Drainage and Formal Spaces	On Sharepoint for Highways, Drainage and Formal Spaces to review with view of including a fire plan	
Oct-22					
22/065.2	Local Council Award Scheme - Office progressing Foundation Level Application noting action plan for current year required. Input from three plans key in producing plan and structure	February Agenda	Office Team	Awaiting completion of three year plans	
Jun-23					
23/031.1	Manorial Waste/Stir - details of Heads of Terms following a meeting with PC Solicitor	February Agenda	Working Group	Review of Heads of Terms still underway following amendments from Stir.	
23/031.3	Communications Working Group	February Full Council	Working Group	Meeting held 9th October - Communication Engagement Policy to be presented to February Full Council	
Jul-23					
23/041.4	Young Persons Development and Sports Co Ordinator		ET/FGL Comm	Proposal to be costed and evidenced prior to review by E&T and FGL	
Oct-23					
23/055.9	Letter to Hain Daniels following resident meeting	No set date	Resident Group/YM	Resident group will advise when to send letter	
23/067.1	Community Engagement with MP Candidates	February agenda	Clerk	Clerk to seek feedback from St Andrew Church Halls	
Nov-23					
23/074.1	Cambridge Science Park North - request for meeting		Clerk	Suggested dates sent to organisers - no resposne to date	
23/072.1	County Council Highways Officer Walkabout	ASAP	Cty Cllr Hathorn	Open - no date yet confirmed	

COUNTY COUNCILLOR'S REPORT NOVEMBER & DECEMBER 2023



Ros Hathorn, 76 Cambridge Road, Impington, Cambridge CB24 9NU

Ros.Hathorn@cambridgeshire.gov.uk

Tel: 07548 745197

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



CONTENTS: County Council budget, 150,000 new homes for Greater Cambridge, Public health- Covid and Flu, New ways of Highways Maintenance working, Regularising gully cleaning, Free outdoor learning experiences for disadvantaged young people, Biodiversity credits Lower Valley Farm, Award for Swaffham Prior Heat Pump Network

Image of flooding on Histon High Street, due to poor maintenance by British Telecom

County Council budget Budget planning discussions began for tax year 2024/25 with a predicted deficit of £20million. This meant that serious decisions about money were required across the council. The budget is in the region of £1 billion but when services are as pared back and tight for money as is currently the case finding £20m cuts is no mean feat. It will be costing £40m just to stand still in adults and childrens' social care services due to pressures from increased demand and inflation.

The budget has yet to be agreed at full council but retaining holiday food vouchers for those on free school meals was a top priority during budget planning. No child should go hungry in Cambridgeshire. This is not a scheme available everywhere and is one of the things which makes living in Cambridgeshire special. In addition, to the vouchers £2.2m was ring fenced to deliver other anti-poverty initiatives such as benefit maximisation schemes and £1.3m invested in libraries to support vulnerable communities. As the Director of finance told us, his mother benefited from benefit maximisation advice in a different county; the additional £10 she receives each week has transformed her life.

Liberal Democrats were very clear that more money must be found for highway. In addition to the £30 million annual budget for Highways this year there will be another prioritised investment of £23m into making highways, footpaths, and cycleways safer – there is a government allocation of £2.3m.

Areas for savings include

- Moving to LED street lights (£1m)
- Rationalising office accommodation (£1.5m across three years)
- Reviewing the highest cost childrens placement costs* and home to school transport routes (more than £2m)

COUNTY COUNCILLOR'S REPORT NOVEMBER & DECEMBER 2023

-Driving down the amount of bad debt (£0.5m)

-Reviewing income from permits and charges (just under £1m)

Council tax will be increasing by the maximum amount of 4.99% this year. Circumstances are so challenging for upper tier authorities (County and unitary authorities) that many councils are unable to achieve the legally required balanced budget even with the maximum increase in council tax of 4.99%. The government has proposed that these councils take on more debt and have been given authority to raise council tax beyond the 4.99% threshold, in some cases by over 10%.

Cambridgeshire is not in that position but money is tight. The situation is exacerbated by a government which claims to support housebuilding but has refused to recognise the growing population in the financial settlement the county receives.

Neighbouring Suffolk County Council are in a far worse position. They have had to find over £60m in savings, including cutting all arts funding which has hit the headlines. In addition to that they are proposing £30m cuts to adult social care, where Cambridgeshire is having to spend £40m across adults and childrens services just to stand still. Since coming to power Liberal Democrats have made careful hard decisions. We are not in the same dire straits as other councils we have behaved prudently and responsibly however hard that has been at the time.

Michael Gove, Secretary of State for Development, Levelling Up, Housing and Communities announces 150,000 new homes for the greater Cambridgeshire area and a development company to build them. The current local plan makes provision for 50-60,000 new homes by 2040 in the greater Cambridge area (City and South Cambs), the government wants to supercharge that and build 150,000 homes and is creating a development company to do this.

I suspect this will be covered in the District Council report but from a county perspective here are some of the implications of the recent announcement.

From a County Council perspective Cambridgeshire is already one of the few areas nationally delivering on housebuilding targets but we never see that reflected in our financial settlement with government so we are effectively penalised for growth.

The County Council is a major landowner in some of the key areas in the government's proposal particularly around Addenbrookes. Whilst this does create some conflict of interest if the County Council was able to work with landowners and government to deliver even some of the key growth targets the profits made from the commercial aspects of this could be reinvested in council services, a development company significantly limits the value the County Council can realise from their land. This is a complex area, admittedly with conflicts of interest, but with government funding for the County Council so small the council has no choice but to identify where it can generate revenue and losing revenue potential here will impact on the what the County Council can deliver for Cambridgeshire residents.

A development company means supercharged growth. Decisions about this growth will be taken out of the control or influence of local government and imposed upon us, that means there is no democratic accountability and local voices will not be heard. I recognise that the layering of Combined authority, County and District Councils and GCP is non ideal but it is all ultimately democratically accountable, a Development Company is not.

I think we can all recognise the tension here. It is possible to see the need for more housing, we want future generations to be able to afford to live locally but at the same time the rate of change

COUNTY COUNCILLOR'S REPORT NOVEMBER & DECEMBER 2023

here is difficult to process and every time something is handled in a clumsy way it makes accepting the pace of growth harder. If local voices are locked out of that it feels as though some really big mistakes might be made.

Personally I would like to see progress on the first 60,000 homes and real focus from the government on solving the problems that growth brings such as transport and water before an additional 90,000 homes are proposed. I'd also like to see government stopping repeatedly using the issues which flow from the accelerated growth as an opportunity to attack local government in a cynical obviously party political manner.

Public Health Covid and Flu Covid has not gone away. If you are eligible for a vaccination please take up the offer. Vaccination saves lives. See Cambridgeshire and Peterborough Integrated Care System for eligibility criteria.

<https://www.cpics.org.uk/the-vaccinators/>

New Highways maintenance way of working From April, highways maintenance jobs will be signed off and coordinated by specialist teams rather than Local Highways Officers, though our LHOs will act as intermediaries to keep specialist teams informed of local needs and priorities. Specialist teams will deal with signs, lines, road surface treatment, path treatment and gullies. Teams have formed in anticipation, and we are all getting familiar with new ways of working. Please bear with the county council during this transition period – and we will do our best to work with parish councils to make the transition. Please note that logging jobs on the Highways 'Report a fault' site is still the right place to make the first request.

Regularizing gully clearing Shocking as it may seem, prior to the 2021 County Council Joint Administration, there was no systematic recording and care of gully maintenance. As part of a massive overhaul of Highways maintenance systems, within a context of the Conservative's 'managed decline' legacy and a visibly deteriorating network, highways maintenance is transitioning to a more professional and accountable system, though resource remains very stretched and need very high.

On gullies: the first step has been to map all the gullies, know where they are and record them on a proper system ('KaarbonTech'). An initial program has been put in place to make sure all gullies are cleared every two years. We're now recording data with each of those cleans on if the gully was full and needed clearing or not. The next step is to put that together and adopt a smarter gully cleaning regime. Not all gullies need to be emptied every two years, but some will need much more routine work. Key is to build up the data and be smart about where scarce resource is deployed. All parish clerks should now be receiving cyclical gulley clearance. Any hot spots should be logged on the Highways reporting site.

I went to Waterbeach to talk to the District Council street sweeping team about the issue of blocked gullies. The street sweeping team are now on the circulation list for gulley clearance information and are working more closely with the county highways officers.

Histon High Street Flooding the puddle featured at the start of this report is due to a blocked gulley owned by British Telecom. I've been working with the parish council to try to encourage BT to be better neighbours as this flooding has a big impact on the ease with which Histon High Street can be navigated.

Free outdoor learning experiences for disadvantaged young people Cambridgeshire County Council secured £42,000 of funding for disadvantaged young people from the government. Activities like

COUNTY COUNCILLOR'S REPORT NOVEMBER & DECEMBER 2023

climbing, canoeing and orienteering will be offered for free at Grafham water. Fully funded residential and day trips will be offered between Jan & March 2024. Places are available for young people with special educational needs (SEND) and disabilities, young carers and looked after young people and must be aged 11-18 or up to 25 with SEND. Eligible groups can apply for a place now by emailing gwcbookings@cambridgeshire.gov.uk

Biodiversity credits Lower Valley Farm, Fulbourn Arable land at Lower Valley Farm is being transformed into a one-of-a-kind 345-acre biodiversity net gain site. The transition from agriculture to diverse habitats is already underway on half of the former County Farm site. The aim of this project is to increase biodiversity and use it as an opportunity to allow businesses and organisations to buy 'biodiversity credits', Network Rail have already signed up to this. This is a ground breaking initiative.

From January 2024, legislation comes into effect requiring new developments in England to not only provide for nature lost as part of works but to achieve a minimum biodiversity net gain of 10%. As part of the Cambridge South Infrastructure Enhancement scheme, Network Rail has purchased 65 biodiversity units at the Fulbourn site to create an environmental legacy that complements their creation of Hobson's Park on the Campus.

The Council is working in partnership with ecologists from the property consultancy Bidwells, who are tasked with managing the scheme over the next five years of this thirty-year long commitment to nature recovery. The project's costs will be met by the developer payments, with additional revenue set to be brought in for the authority. Unlike other prospective biodiversity schemes, the council's Lower Valley project has already begun making ecological changes on the ground.

Award for Swaffham Prior, the UK's first retrofitted village heat network, has won the prestigious Edie Net Zero Award for Renewable Energy Project of the Year. A community-led project delivered by Cambridgeshire County Council working in partnership with the Swaffham Prior Community Land Trust, Government and Bouygues Energies and Services Ltd.

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).

COUNTY COUNCILLOR'S REPORT NOVEMBER & DECEMBER 2023

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 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.

South Cambridgeshire District Council – Histon & Impington Ward

District Councillors' Monthly Report – July 2023

District Councillor Contact Details

If you have any questions or concerns, please contact us using the details below.

Martin Cahn: Cllr.Cahn@scambs.gov.uk 07826 748407

Sunita Hansraj: Cllr.hansraj@scambs.gov.uk 07584 671322

Pippa Heylings Cllr.Heylings@scambs.gov.uk 07837 228416

Building local resilience to climate change and keeping pavements safe

Road sweeping is an essential service. Autumn is the season when many roads and footways become slippery and dangerous due to fallen leaves and the road cleansing service has a difficult task keeping up. Every community has the same issues and demand for street sweeping is at its highest at this time of year. Street sweeping makes footpaths safer particularly for those with poor mobility or using wheelchairs or buggies. It also reduces the flood risk by stopping debris from being washed into gulleys and waterways. That is why there has been much-appreciated collaboration at all levels for a joined-up way to tackle both road sweeping and gully/drainage ditch clearance. Working together with the HI Street Cleaning volunteers and the Parish Council, your County and District Councillors are coordinating the week between the different organisations in order to define local priority streets and areas, particularly key locations that have a high footfall such as the area around the doctor's surgery and the schools. This aims to ensure that pavements are cleaned of debris ahead of the County Council gully clearance schedule, which makes huge sense, especially with funding and resources getting ever tighter. So, there is now a live document with priority pavements being held by the Parish Council, regularly being updated, one which is shared by your District Councillors with the South Cambs District Council Street Sweeping team who have indeed succeeded in prioritising these areas within their schedule.

If you'd like to understand more about the Street Care and Cleaning service provided by South Cambs and the 10-week cycle for visiting villages, please visit: [South Cambs Street Care and Cleaning Service](#)

National Planning Policy Framework revision

At the end of October 2023, the government enacted the new Levelling Up and Regeneration Bill which, in planning terms, heralds (despite protestations otherwise) increased centralisation of the planning system particularly with Local Plans being given less primacy especially where they conflict with national development management policies, a new national infrastructure levy, digital standards and 'environmental outcomes' set by ministers replacing former environmental impact assessments.

On 19th December, DLUHC (Department of Levelling Up, Housing & Communities) issued a revised National Planning Policy Framework (NPPF) setting out the government's planning policies for England. The NPPF is the guiding document for all planning decisions and was revised in response to the new Levelling-up and Regeneration Bill. What are the main changes to planning? Well, perhaps not surprisingly for a Secretary of State who is not enamoured of devolution of power to local government, there are quite a few changes to the rules for Local Planning Authorities (LPA) like South Cambridgeshire District Council. These are aimed at fast-tracking the planning process to reduce the number of 'delays' but it is questionable as to whether the real source of delays is being tackled. For example, these changes include: the removal of the ability to agree extensions of time in order to encourage councils to determine planning applications quickly. Our local Parish and Community Councils will know that, often, there are sound reasons why an extension is sought not least

because there are no accompanying changes to the number of requirements, studies, reports etc that need to be provided and due process with local consultation ensured. Disappointingly, despite some noises that they would address this barrier, there is nothing included about how to increase the planning resources that Local Planning Authorities need in order to process applications efficiently – nor resources for enforcement by the local planning authority that many residents rightly call for. . Changes are also expected in 2024 to introduce a new plan-making system with a fixed 30-month timetable. Officers await further detail on this to understand the potential impacts on and opportunities for the emerging Local Plan process and timetable. All councils want to deliver the right new homes for their communities. The best way to do that is to have a robust and sustainable Local Plan. There are many reasons why it can be hard to implement a local plan as quickly as the Local Planning Authority would like. However, we do think that intervention by central government (as seemingly being proposed) should be a last resort when it is demonstrably clear that a delay in putting the local plan in place is entirely due to factors within the authority's control.

We are concerned that the new NPPF will make it harder for planning committees to block developments that have been 'approved in principle' by officers. We feel strongly that this undermines the democratic, plan-led process, which involves local councillors and officers using their collective expertise to assess the evidence to make decisions that deliver for their local communities – in a way that gives local residents and communities a voice.

“As you know, one of our priorities at South Cambs, too, has been to ensure the right homes in the right places. It is vital for new housing and infrastructure to meet high environmental standards to prepare our communities for climate change and reduce energy bills into the bargain. So it is extremely disappointing that the Government is actively discouraging Local Planning Authorities from putting in place higher energy efficiency standards in their local plans. We were expecting that this NPPF would finally bring in the much-needed higher efficiency standards proposed in the Future Homes Standard. Given our declaration of the climate emergency, it is difficult to understand further delays in the adoption of the government's own proposed Future Homes Standard.

Meanwhile, the other big change in the NPPF is the announcement relevant to us and the Cambridge 2040 plans is the possibility to create Development Corporations which assume the powers from local planning authorities, taking voice away from local communities on large developments on their doorstep. In South Cambridgeshire, this is particularly relevant to us in South Cambridgeshire with the announcement of the creation of a new Development Corporation for Cambridge in order to deliver Cambridge 2040 with overly ambitious plans to turn Cambridge into the Silicon Valley of the UK

CAMBRIDGE 2040

Michael Gove , Secretary of State for Levelling up, Housing and Communities has announced further details of the Government's Cambridge 2040 strategy, although to date there is no public information about the membership of the Cambridge Delivery Group which has been created and is being led by Peter Freeman, formerly Chair of Homes England, nor its full remit and how it will be governend. Under a Freedom of Information request, DLUHC responded that “the Cambridge Delivery Group is made up of a team of experienced DLUHC and Homes England staff across all grades., A new Development Corporation will be

created, building on the work of the new Cambridge Delivery Group, which has been led by Peter Freeman, formerly Chair of Homes England. There is

is yet unknown, as is its remit and how it will be governed. Although still in the early stages, key aspects of the proposals include:

The establishment of a Development Corporations to assume the powers of planning in the Greater Cambridge region

The building of more than 150,000 houses in the region by the 2040's

Local council leaders have expressed concerns about water scarcity and sustainable public transport. The four leaders – Cambridge City Council, Cllr Mike Davey, South Cambridgeshire District Council, Cllr Bridget Smith, Cambridgeshire County Council Cllr Lucy Nethsingha, and the Combined Authority Mayor of Cambridgeshire and Peterborough Dr Nik Johnson wrote to him to express their views and you can read their joint letter at <https://www.scambs.gov.uk/joint-statement-from-local-leadesrs-and-the-combined-authoritymayor-on-cambridge-2040-announcement>

Cambridgeshire County Council Quality of Life Survey

Following on from the CCC Quality of Life Survey result being published at a county level, we have now added a District level summary report to the published suite of materials. The South Cambridgeshire data is on pages 10 & 11

Quality of Life Survey-District Report-December 2023 (cambridgeshire.gov.uk)

Anti-Social Behaviour

In November District Councillor Sunita Hansraj invited the Police and Crime Commissioner 'In November I invited the Police and Crime Commissioner, Darryl Preston, to discuss anti-social behaviour (ASB) and crime in general in Orchard Park and surrounding areas including Histon and Impington

We talked for 90 minutes, the Community Council Clerk and District Councillor Pippa Heylings also attended the meeting to work out how best to tackle these issues together.'

I spoke about the problem here being compounded by Orchard Park's proximity to Arbury where perpetrators of ASB sometimes join with those in Orchard Park moving fluidly between areas across the north of the city and creating nuisance.'

'We discussed the Community Safety Partnership, coordinated by the District Council which has helped immensely in tackling ASB, in some instances leading to police officers working directly with families.'

Although we did not get a positive response to the request for additional community police officers, PCC Preston offered to part fund a youth worker for Orchard Park if the Community Council match the fund. I am happy to report that the Orchard Park Community Council has agreed to this.

The Community Safety Partnership have targeted ASB and drug hotspots in Arbury which also benefits Orchard Park.'

The PCC said that the numbers of new recruits who have completed their training are gaining experience so will be functioning soon so helping to increase visible policing. Sadly , despite acknowledgement of the issues I had highlighted in HIOP a few weeks after this meeting the PCC met with MP Anthony Browne and offered him 2 community police for

St. Neots.

Rent Overpayment issue

The issue of overcharging of rent has been identified affecting about 130 tenants. They have now been written to and told to expect a full refund around Easter time.

SCDC (South Cambridgeshire District Council) Housing Maintenance

Just over a year ago SCDC entered into a completely new contract with Mears for the repair and maintenance of the council's social housing portfolio. A full contract review has now been conducted which shows that performance over the previous contract has improved significantly.

Mears have put in additional measures to improve their performance including operative upskilling and additional contract support from central teams and subcontractors.

Correction of fake news on Council Finance

A Labour MP made a statement in the House of Commons last month naming councils which were bankrupt. He included SCDC in this. The council wrote to him immediately asking for the record to be put straight and have had an apology from him

SCDC Help for residents through the cost-of-living crisis

A free electric blanket / electric throw, household support fund, food support were among the things SCDC put in place to help with the cost-of-living crisis

To see what is on offer and how to claim:

www.scambs.gov.uk/cost-of-living

If you have any questions or need help in applying, please email:

Duty.communities@scambs.gov.uk

CLERK'S REPORT

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien Clerk	9th January 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:

- All security improvements to Recreation Ground complete
- Petrol Piaggio passed MOT, electric Piaggio awaiting repair
- Heating/cooling system installed in the Parish Office and meeting room
- Community room repairs to door seals and windows awaiting date for fitting (parts ordered) following this air conditioning will be installed
- Damage reported to a Christmas light loom at The Green, to be replaced later in the year
- Damage reported twice to Christmas tree lights repaired by Head Parish Ranger
- Damage reported to public toilet Monday 8th January

Meetings Attended:

- Agenda setting with Cllr Murray and RFO
- One to one meetings with staff including wellbeing checks
- Head Parish Ranger regularly inspecting wooded areas noting the recent storms
- RFO and Cllr McKeown met with potential M&E Consultant 9th January
- Hand over sessions with Head Parish Groundsman

Visitors to The Office:

- Parish Council approved electrician
- Crossover security
- Tree Officer
- Acacia
- Cllr Murray, Cllr Carrington, Cllr McKeown, Cllr Davies, Cllr Smith

Histon & Impington Parish Council

Chair's Report

Happy New Year to all Councillors, our Staff team, and Histon & Impington Residents

The work of Histon & Impington Parish Council has kicked off with vigor in the New Year as our Finance, General & Legal Committee review our financial position and our Committee Plans for 2024/2025. This year a detailed itemized budgetary process has been introduced to work alongside the capital bid process. We are also preparing to recruit for our key post of Head Groundsman of HIPC, a tough task indeed, with Steve Campin leaving us after more than 40 years of developing our Recreation Ground.

This new budgetary process has given insight and made plans to present clear, realistic projects which our Committee members believe are deliverable during the budget year. In addition, our Staff team have identified backlog items due to the detail to which they have reviewed the budgets, and worked proactively with our Committee Chairs in creating the budgets and plans. All items will be checked against the different reserves held by the Council and assigned for spend.

A huge "Thank you" goes to you all for completing the precept survey of which we received 208 responses. This survey indicated that many residents would be happy with a £40.00 per Band D house increase for local spending on suitable projects. We hope to do the same survey at the end of this year as HIPC continues to increase its collaboration with our residents and significantly increase the number of responses.

All the above is a tremendous piece of work of due diligence by so many people and I look forward to seeing the projects delivered as a result throughout the coming budget year.

To put the Council in good shape to carry out great discussions to complete the workload that we have in front of us all, our Clerk, Chelsea O'Brien has kindly agreed to put a 'Welcome from the Chair' item on the Full Council Agenda. This item is intended to reinforce that everyone is welcomed, and all perspectives valued at our Meetings. Histon & Impington Parish Council signed up to the Civility & Respect Pledge last year and we welcome everyone to our meetings. Our aim this year is to further improve our debate to find robust and great solutions for the spending of your precept. These aims are supported by the consistent work conducted by our staff team.

I have spoken with Chelsea to consider tightening HIPC etiquette to allow good debate as below:

1. Welcome to Histon & Impington Parish Council
2. Aim that everyone present enjoys contributions and that all topics have been resolved well.
 - Everyone plays their part in supporting everyone present in the meeting. If anyone sees their team-mates feeling discomfort it is okay to call it out.
3. To ask permission of Councillors for each person to put up their hand if they wish to speak so that we ensure that everyone can be heard.
4. Ask Council to consider speaking just once on each topic unless there are exceptional circumstances so that we can give time for everyone to have their turn.

And finally, to consider if members can make the time to attend some of the Councillor Training given by CAPALC to hear the experiences of other Councillors. We hope that HIPC wish to get to a point where all matters are resolved in the room, and everyone enjoys the meeting and the results achieved.

We hope that you will all watch this space and comment on the performance of your Parish Council throughout 2024/2025. I look forward to collaborating with you and hearing more of what you want to see in your villages. If you would like to invite Councillors to come and view any local meetings with which you are involved, we would be happy to come along and learn more about our residents.

Yvonne Murray, Chair of Histon & Impington Parish Council

Minutes of Histon & Impington Parish Council Planning and Development Committee

Tuesday 21st November 2023

7.30pm, Community Room, Recreation Ground

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

Agenda No:	Present: Cllrs: Simon Jocelyn, Jennifer Crockford, James Leonard, Steve Carrington Clerk: Amelia Luck (via zoom)	
P23/117 117.1	APOLOGIES FOR ABSENCE Apologies received from Cllrs Allen, Murray. Davey and Payne	
P23/118 118.1	MEMBERS DECLARATIONS OF INTERESTS None	
P23/119 119.1	PUBLIC PARTICIPATION None	
P23/120 120.1	MINUTES OF MEETING HELD Tuesday 31st October 2023 Cllr Carrington proposes. Cllr Crockford seconds. All in favour.	
P23/121 121.1	MATTERS ARISING None	
P23/122 122.1	TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED 23/04144/HFUL 15A Station Road, Histon demolition of existing garage, single storey extension to side and rear, roof extension with front and rear dormers, creation of new drive on drive off access. All agreed to make a recommendation of approval. with the conditions that contractor parking and deliveries are made within the curtilage of the property and not on the highway. We also request that no skips are stored on the highway.	
122.2	23/04119/HFUL 38 Station Road, Histon demolition of single storey extension and conservatory and the construction of a single and two storey rear extension with associated landscaping and drainage. All agreed to make a recommendation of approval. with the conditions that contractor parking and deliveries are made within the curtilage of the property noting Station Road is problematic with on street parking.	
122.3	23/03637/HFUL 51 Park Lane, Histon dropped kerb and verge crossing, creation of double parking area. All agreed to make a recommendation of approval.	
122.4	23/03638/HFUL 53 Park Lane, Histon dropped kerb, access crossing the verge and double space parking area. All agreed to make a recommendation of approval.	
P23/123 123.1	PLANNING CORRESPONDENCE RECEIVED None	
P23/124 124.1	HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points Histon & Impington Village Design Guide SPD	For information only
P23/125 125.1	OTHER MATTERS <u>Clerks report</u> – Committee noted difference in responses between HIPC and SCDC.	Clerk
P23/126 126.1	ITEMS FOR NEXT AGENDA None	
P23/127	DATE OF NEXT MEETING(S) 12 th December 2023. January meeting to be confirmed	
	Meeting Closed: 8:06pm	

Minutes of Histon & Impington Parish Council Planning and Development Committee

Tuesday 12th December 2023

7.30pm, Community Room, Recreation Ground

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

Agenda No:	Present: Cllrs: Simon Jocelyn, Jennifer Crockford, James Leonard, Steve Carrington, Yvonne Murray, Walter Davey Clerk: Amelia Luck (via zoom)	
P23/128 128.1	APOLOGIES FOR ABSENCE Apologies received from Cllrs Allen and Payne	
P23/129 129.1	MEMBERS DECLARATIONS OF INTERESTS None	
P23/130 130.1	PUBLIC PARTICIPATION None	
P23/131 131.1	MINUTES OF MEETING HELD Tuesday 21st November 2023 All in favour to approve.	
P23/132 132.1	MATTERS ARISING None	
P23/133 133.1	TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED 23/04478/HFUL 22 Burrough Field, Impington first floor extension with front dormer and single storey side extension. All agreed to make a recommendation of refusal. This is because the proposed plans show insufficient parking according to HIM05 of the Neighbourhood Plan. If SCDC officers are minded to approve we request that a condition be added that the proposed room is used as habitation for family members of the household only or not be externally rented. We request that this item goes to the planning committee.	
133.2	23/04391/HFUL 62 Station Road, Histon enclosed porch extension, external wall insulation, new rooflight, and removal of side window. All agreed to make a recommendation of approval.	
133.3	23/04393/HFUL 69 Station Road, Impington part two storey and part single storey rear extensions. All agreed to make a recommendation of approval. we request that a transport plan is created noting the school in close proximity to this property. Councillors also noted the quality of the tree report.	
133.4	23/04269/FUL Land Rear Of 2,4 And 6 Glebe Way, Impington new build detached dwelling along with access road. All agreed to make a recommendation of approval. we note highways comments and wish the add the condition that all construction traffic is made off the highway and within curtilage of the proposed property this is because Impington Lane is a key route used for school traffic. The planning committee appreciate the biodiversity net gain demonstrated.	
P23/134 134.1	PLANNING CORRESPONDENCE RECEIVED <u>None</u>	
P23/135 135.1	HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points Histon & Impington Village Design Guide SPD	For information only
P23/136 136.1	OTHER MATTERS <u>None</u>	Clerk
P23/137 137.1	ITEMS FOR NEXT AGENDA None	

P23/138	DATE OF NEXT MEETING(S) January meeting to be confirmed	
	Meeting Closed: 8:14pm	

REPORT TO:	Full Council	11th January 2024
AUTHOR/S:	Theresa King, RFO	

Purpose:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation). Issues requiring particular **ratification or note in bold**

SSE Business Energy: We moved to SSE in April 23 for the street light energy, and these are the first invoices we have had from them. There is an issue with the setting up of the Direct Debit which is still being worked on. Part of the issue was that SSE moved to a new billing and accounting system.

Wilby and Burnett: We have been part invoiced for the work done so far by Wilby and Burnett as they have modifications to do to the masterplan.

Wesley and Huff: Payment for the survey on !2 New Road has to be made before the booking can be confirmed.

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval December 23 and January 24 – to note only:

Accounts paid by DDR December 2023 and January 2024					
Supplier	Description	Net	VAT	Total	Code
British Gas	Recreation Ground Gas 02.10.23 to 01.11.23	105.66	5.28	110.94	Rec Utilities:- Gas
British Gas	Crossing Keeper's Hut Electric 02.11.23 to 01.12.23	23.78	1.19	24.97	Open Spaces Electricity
British Gas	Green Feeder Pillar 02.11.23 to 01.12.23	23.01	1.15	24.16	Open Spaces Electricity
GBS - Public Works Loans	PWLB Loan Office Payment 36 of 50	1,173.14	0.00	1,173.14	Public Works Loans:- Office
GBS - Public Works Loans	PWLB Loan Freehold Payment 37 of 50	2,719.69	0.00	2,719.69	Public Works Loans:- Freehold
Lloyds Bank	Various Credit card purchases	312.65	58.75	371.40	Office Costs
London Fuel Ltd	Fuel for Piaggio and Recreation Ground	52.38	10.48	62.86	Piaggio fuel & Rec Utilities: Fuel
Onecom Ltd	Telephone and Broadband November 2023	104.92	20.98	125.90	Telephone & Broadband
PEAC Finance	Sharp Printer hire 08.12.23 to 07.03.24	226.31	45.27	271.58	Office Costs
B&CE Holdings Ltd - People's Pension	Pension- People's Pension December 23	447.67	0.00	447.67	Pensions -Admin
Sharp Business Systems	Sharp Copier Usage 29.09.23 to 31.10.23	37.14	7.43	44.57	Office Costs
Source For Business	Water Bill recreation ground 01.05.23 to 31.10.23	265.22	0.00	265.22	Rec Utilities:- Water Rates
Unity Trust Bank	Bank charges and service fees	46.95	0.00	46.95	Audit & Bank
British Gas	Recreation Ground Gas 02.11.23 to 01.12.23	160.68	8.03	168.71	Rec Utilities:- Gas

Agenda Item 23/89.1,89.2,89.3					
British Gas LITE	Recreation Ground Electricity 13.11.23 to 13.12.23	900.65	180.13	1,080.78	Rec Utilities: Electricity
Onecom Ltd	Telephone and Broadband December 23	104.92	20.98	125.90	Telephone & Broadband
Unity Trust Bank	Bank Charges- cash and cheque services	2.40	0.00	2.40	Audit & Bank
British Gas	Green Feeder Pillar 02.12.23 to 01.01.24	84.62	4.23	88.85	Open Spaces Electricity
British Gas	Crossing Keeper's Hut Electric 02.12.23 to 01.01.2024	79.14	3.96	83.10	Open Spaces Electricity
British Gas	Recreation Ground Gas 02.12.2023 to 31.12.2023	177.34	8.86	186.20	Rec Utilities:- Gas
Lloyds Bank	Credit Card - various purchases	18.99	0.00	18.99	Office Costs
London Fuel Ltd	Piaggio Fuel and Cans for Recreation	34.81	6.97	41.78	Piaggio fuel & Maintenance
Sharp Business Systems	Sharp Copier Usage 31.10.23 to 29.11.23	40.26	8.05	48.31	Office Costs
B&CE Holdings Ltd - People's Pension	Pension - People's Pension January 2024	419.87	0.00	419.87	Pensions -Admin
TOTAL DDR		7,562.20	391.74	7,953.94	

○ Retrospective Accounts for approval December 2023

Accounts for Retrospective Approval December 2023					
Supplier	Description	Net	VAT	Total	Code
Avocet Cleaning Services Ltd	Pavilion and office cleaning November 23	1016.67	203.33	1,220.00	Office Costs
Brookfield Groundcare	Grass Cutting Contract November 23	1,298.00	259.60	1,557.60	Grasscutting
Cromwell Fire Ltd	Anti Tamper tag for extinguishers	3.48	0.70	4.18	Rec Pavilion Maintenance
D W Payne	D Payne Land Registry Expenses	6.00	0.00	6.00	Office Costs
Daphne Fisher	Tree Officer Consultancy - November 23	1,932.00	0.00	1,932.00	General Reserves Spend
H L Hutchinson Ltd	Trace Element for grounds/pitches	280.00	56.00	336.00	Rec Pitch Maintenance
NetWiseUK	New website Maintenance and domain name hosting	390.00	78.00	468.00	Web Site
Rougham Estate Sales	Christmas Tree for The Green including delivery	395.17	79.03	474.20	Village Green
S D Grounds Care Ltd	Purity Soil Conditioner	438.00	87.60	525.60	Rec Ground Maintenance
SSE Business Energy	Street Lights 01.04.23 to 18.05.23	35.60	1.78	37.38	Street Lights
SSE Business Energy	Street Lights 19.05.23 to 16.06.23	22.88	1.14	24.02	Street Lights

SSE Business Energy	Street Lights 17.06.23 to 18.07.23	22.88	1.14	24.02	Street Lights
SSE Business Energy	Street Lights 17.08.23 to 18.09.23	23.37	1.16	24.53	Street Lights
SSE Business Energy	Street Lights 19.07.23 to 16.08.23	22.88	1.14	24.02	Street Lights
SSE Business Energy	Street Lights 19.09.23 to 17.10.23	22.88	1.14	24.02	Street Lights
Tates Treeworks	Removal of tree with sooty Bark Disease at Copse	300.00	0.00	300.00	Trees & Hedges Maintenance
Thalia Limited	Trade Waste Burial ground 01.11.23 to 22.11.23	74.96	14.99	89.95	Trade Waste
Thalia Limited	Trade Waste Recreation Ground 01.11.23 to 22.11.23	149.92	29.98	179.90	Trade Waste
Tomlinson Groundcare	Tines for Vertidrainer	173.70	34.74	208.44	Rec Machinery Maintenance
Wilby & Burnett LLP	Professional services to develop a Masterplan for the Recreation Ground	4,500.00	900.00	5,400.00	General Reserves Spend
Payroll M9	Figure includes B&C Pension which is paid by DDR of £447.67	17,048.07	0.00	17,048.07	Admin Payroll
	Payroll includes telephone expenses for Rec Groundsman & Ranger of 50.53, working from home allowance of 26.00, backdated performance rises and new pay scales				
	TOTAL DECEMBER PAYEMNTS	28,156.46	1,751.47	29,907.93	

○ Accounts for approval January 2024

Accounts for Approval January 2024					
Supplier	Description	Net	VAT	Total	Code
D Mace	Purchase of Trees for N&B replanting	867.35	0.00	867.35	Trees - New Planting
C Foster	Highways work and HILP work	37.80	0.00	37.80	Chairman's Expenses
Avocet Cleaning Services Ltd	Cleaning of Pavilion and office December 2023 including credit note for closure	703.17	140.63	843.8	Office Costs
Brookfield Groundcare	Grass cutting Contract December 2023	1,298.00	259.60	1,557.60	Grasscutting
Crossover Group	New CCTV camera and work on compound security	1,650.00	330.00	1,980.00	Rec CCTV & Lights Maintenance
Daphne Fisher	Tree Officer Consultancy December 2023	210.00	0.00	210.00	General Reserves Spend
Fleet (Line Markers) Ltd	Line marking paint	364.6	72.92	437.52	Rec Pitch Maintenance
S Hobbs	Replacement timer for Xmas lights at the Copse	213.04	42.61	255.65	Open Spaces Electricity
S Hobbs	Replacement floodlight for office door	89.50	17.90	107.40	Rec CCTV & Lights Maintenance

HI Hub	Hilights magazine Dec 1 page and Jan 3 pages	1,230.00	0.00	1,230.00	Newsletter
S J Pollard Building & Maintenance Ltd	Repairs to Vertidrainer pin holder	190.00	38.00	228.00	Rec Machinery Maintenance
S J Pollard Building & Maintenance Ltd	Emergency help for Christmas Lights issue at Village Green	95.00	19.00	114.00	Village Green
Thalia Limited	Trade Waste Recreation Ground 29.11.23 to 20.12.23	149.92	29.98	179.90	Trade Waste
Thalia Limited	Trade Waste Burial Ground 29.11.2023 to 20.12.2023	74.96	14.99	89.95	Trade Waste
Thurlow Nunn Standen Group (TNS Group)	Allet Shaver mower service	827.91	165.58	993.49	Rec Machinery Maintenance
The Connections Bus Project	The Connections Bus Project Winter Term (Jan-Mar 2024)	8,525.00	0.00	8,525.00	Youth
M.J.Wagstaff	Contractor litter bin emptying for holiday cover Dec 23	100.00	0.00	100.00	Rec Contractor Work
M.J.Wagstaff	Piaggio MOT and repair (Petrol)	200.00	0.00	200.00	Piaggio fuel & Maintenance
Westley & Huff Ltd	Survey of 12 New Road	800.00	160.00	960.00	12 New Road Maintenance
C M R Wilson	Contractor work for summer 23 to cover holiday	378.00	0.00	378.00	Rec Contractor Work
Payroll M10	Figure includes B&C Pension which is paid by DDR of £419.87	16,963.35		16,963.35	Payroll
	Payroll includes telephone expenses for Rec Groundsman & Ranger of 50.53, working from home allowance of 26.00, holiday pay for Head Groundsman				
	TOTAL	34,967.60	1,291.21	36,258.81	

To note:		
Accounts paid in 17.11.23 to 11.01.24		
Asset Income	238.46	WRL
Allotments – Gatehouse Road	38.00	HFDS
Interest	106.97	HFDS
Ground Takings: Football	360.00	WRL
School Hill Refuse Collection	337.50	HFDS
Sports Courts Fees: Football	1,016.00	WRL
Sports Court Fees : General	276.00	WRL
Sports Courts Fees: Netball	626.50	WRL
Sports Courts Fees: Tennis	336.63	WRL
Club Receipts	3,670.00	WRL
Pavilion Rental	1,578.55	WRL
TOTAL	8,584.61	

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)

SPORTS CLUBS CHARGES 2024-25

Scenario 1: 5% allows for increase in materials alone.

Scenario 2: 7% allows for an additional 2% to buffer staff salary increases (on average, staff salaries went up nationally by 5%)

1) Bowls Club

Charge **£3,302.25** or **£3,365.15** (previous year £3,145)

Facilities and services provided within proposed charge

- Full use of the Bowls Green during summer season 20th April 2024 to 29th September 2024
- Sole use of Bowls club room during Summer season
- Use of Community Room for Bowls Club AGM, date to be advised to RFO.
- Use of Community Room for one weekday afternoon per week 2pm – 5pm (pre- booked) and one evening per week (pre-booked) during summer season, subject to discussion and availability

2) Cricket Club

Charge **£3,136.35** or **£3,196.09** (previous year £2,987)

Facilities and services provided within proposed charge;

- Use of pitches for all Colts matches which are played mid week evenings
- Use of main cricket pitch from 20th April to 8th September 2024.
- Use of second cricket pitch from 4th May to 31st August 2024; later if required, subject to the Groundsman's approval
- Use of pitches on Sunday afternoons through the cricket season as required but subject to prior booking with RFO and Groundsman
- Use of changing rooms for all matches during week and at weekends
- Sporting Hub use of Community Room and kitchen for Saturday and Sunday matches available from midday to 8pm

3) Histon Hornets

Total Charge – pitches **£4,515** or **£4,600.73** (previously £4,300) and court usage **£4,299.75** or **£4,381.65** (previous year £4,095,)

Facilities and services provided within proposed charge:

Pitches Arrangement

Use by all mini league and colts teams (boys and girls to Under 18's) of pitches for Histon Hornet teams for league and friendly matches, subject to a normal maximum of two matches per morning on all pitches, but this can be increased to three at Groundsman's discretion on all pitches except two full sizes pitches. Groundsman's decision that when pitch capacity usage is reached on particular weekends, Hornets will be expected to arrange those matches elsewhere as follows:

- Pitch 1 and 2 only available from 14th September 2024 until 13th April 2025.
- Pitches 3,4,5: 7th September 2024 to 26th April 2025
- Pitches 6 & 7: 31st August 2024 until 11th May 2025
- Use of changing rooms for all weekend matches
- Use of Rec for out of season training and Hornets training courses as agreed between Groundsman and Hornets. Training during season to be agreed with Groundsman.
- Use of tea hut with electricity to be included in overall facility charge **This will be reviewed in June 2024 following the installation of a three-phase supply in the tea hut and charges may result.**
- ***Adult matches will be charged at a rate of £50.40 or £51.36 (previously £48.00) per match and will be subject to Groundsman's agreement (N.B. The full charge is £67.20 or £68.48 per match)***

MUGA arrangement

Use of MUGA from Monday 13th October 2024 to Sunday 30th March 2025 for up to 260 hours use = 10 hours per week for 26 weeks

Christmas and New Year usage to be advised
Additional use will be charged at £18.90 or £19.26 per hour with floodlights.

Total of £4,299.75 or £4,381.65, equivalent to an hourly rate of £16.53 or £16.85 (previously £4,095, equivalent to hourly charge of £15.75) **if full usage taken up.**

Use of MUGA in September by arrangement with the RFO and Groundsman. Timetable for MUGA use to be agreed in August 2024.

4) Tennis Club

Facilities and services provided within proposed charge

SUMMER USE at a cost of £3,181.50 or £3,242.10 (previously £3,030.00)

From 17th April 2024 to 28th September 2024 (22 weeks)

- Use of four grass tennis courts after 1 p.m weekdays, after 11 am on Saturday and Sunday
- Up to 14 hours a week usage of sport courts (hard court and MUGA) from 17th April 2024
- **Additional hours to be agreed with RFO and Groundsman in Feb/March 2024* subject to agreement of agenda item 090.2**
- To be paid October 2024.
- Use of Community Room on three pre-booked occasions.
- Access to changing room for weekdays for access to toilets
- Sporting Hub use of Community Room and kitchen for Saturday and Sunday matches available from midday to 8pm
- Exclusive use of Tennis Club Room

Additional summer hard court and MUGA usage to be agreed at £2.88 per hour or £2.94 per hour (previously £2.75) (discounted from public use rate)

Total to be paid October 2024: £3,181.50 or £3,242.10 + additional usage

WINTER MUGA AND HARDCOURT USE at a cost of £1,956.15 or £1,993.41 (previously £1,863)

From 29th September 2024 to 19th April 2025 (29 weeks):

- Usage of sports courts (hardcourt and MUGA) up to 33 hours per week (this works out at £2.04 per hour or £2.08 per hour)
- Additional winter court usage to be agreed with RFO and winter invoice to be amended depending on agreed usage
- Additional usage to be charged at £2.88 per hour or £2.94 per hour (previously £2.75)
- 8.5 hours of court use per week is paid for by the Tennis Club for coaching sessions.

5) Histon & Impington Croquet club

Charge £551.25 or £561.75 (previous year £525)

The facilities and services provided within the proposed charge are as follows:

- Use of designated playing area from 22nd April 2024 to 8th September 2024 (20 weeks) - **grass maintenance times to be avoided, play to start from 11 a.m.**
- Marking of two courts during season
- No usage of second court when a cricket match is taking place
- Evening usage dependent on usage of cricket pitch
- Some weekend usage during season may be possible, confirmation to be made with Groundsman
- Use of pavilion community room for AGM
- Additional top dressing if required will be chargeable
- Out of season usage will be restricted due to football season starting, especially on Fridays

23/090.2 Request to Amend Formal Arrangement from Tennis Club

Request to amend Formal Arrangement from Tennis Club to review **and consider** request for inclusion of additional hours for sports courts hire within the formal arrangement (currently separate) detailed within **report attached**

Tennis Club have requested that rather than having additional hours for summer and winter court use, above the 14 and 33 hours specified in their formal arrangement, these extra hours are written into the formal arrangement.

In 2023-2024, the number of additional hours was agreed at 21.5 hours per week for summer (making a total of 14+21.5 = 35.5 hours) and 18.5 hours per week for winter (making a total of 51.5 hours), and Tennis Club have indicated they would like the same number of hours for 2024-2025.

The hourly rate for the hours outside of the arrangement would be £2.88 per hour with a 5% increase or £2.94 per hour with a 7% increase (in 23-24 the hourly rate was £2.75). If included at the same rate as the hours in the arrangement, based on the winter usage charges, this would be £2.04 per hour for a 5% increase or £2.08 per hour for a 7% increase.

HISTON & IMPINGTON RECREATION GROUND

CHARGES FOR 2023 – 2024

CLUB CHARGES – Annual Charges (exclusive of VAT)	2023-2024	2024-2025 5%	2024-2025 7%
BOWLS CLUB	3,145.00	3,302.25	3,365.15
CRICKET CLUB	2,987.00	3,136.35	3,196.09
CROQUET CLUB	525	551.25	561.75
HISTON HORNETS - pitch use	4,299.75	4,514.74	4,600.73
Winter MUGA use up to 260 hours (figure dependant on slots taken by HH)	4,095	4,299.75	4,381.65
TENNIS CLUB	3,030.00	3,181.50	3,242.10
for Hardcourt/MUGA use	1,863.00	1,956.15	1,993.41

GROUND FACILITIES	2023-2024	2024-2025 5%	2024-2025 7%
All inclusive of VAT			
CRICKET per match	70	73.5	74.9
FOOTBALL per match	64	67.2	68.48
(Histon Hornets – Adults)	48	50.4	51.36
ADULT TENNIS (per grass court, per hour)	8	8.4	8.56
JUNIOR TENNIS (per grass court, per hour)	8	8.4	8.56
BOWLS (per rink, per hour)	8	8.4	8.56
TENNIS HARDCOURT with floodlights Per hour	12	12.6	12.84
without floodlights Per hour	8	8.4	8.56
NETBALL – HARDCOURT with floodlights	17	17.85	18.19
without floodlights (both per hour)	12	12.6	12.84
MUGA (per hour, football use) with floodlights	26	27.3	27.82
(per hour, football use) without floodlights	20	21	21.4
MUGA (per hour, U18's football use and schools day time use 8am to 5pm, Histon Hornets' additional use) with floodlights	18	18.9	19.26
without floodlights	12	12.6	12.84
CRICKET NETS (per hour, per net, public use)	18	18.9	19.26
COMMERCIAL use of ground for training courses etc. in agreed designated area (per hour) without changing room	12	12.6	12.84
Additional cost if changing room required	12	12.6	12.84
Additional charge for line marking	14	14.7	14.98
HIRE OF CHANGING ROOM ONLY	12	12.6	12.84
(Non-commercial)			

COMMUNITY ROOM HIRE	2023-24	2024-2025 5%	2024-2025 7%
Including use of kitchen			
HOURLY CHARGE: Village residents and school	20	21	21.4
HOURLY CHARGE: Commercial use, non-residents	26	27.3	27.82
CHARGE For 90 minute session:: Recreation grd sport, exercise initiatives, Sports Clubs fundraising events and Community Groups	14	14.7	14.98
Key Holder Charge	16	16.8	17.12
	7	7.35	7.49
Refundable deposit (discretionary)	360	378	385.2

CLERK'S REPORT

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien Clerk	9th January 2024

Purpose

Review of 12-month contract with Histon & Impington Communications CIC for HI Lights Magazine terminating 31st May 2024 which covers:

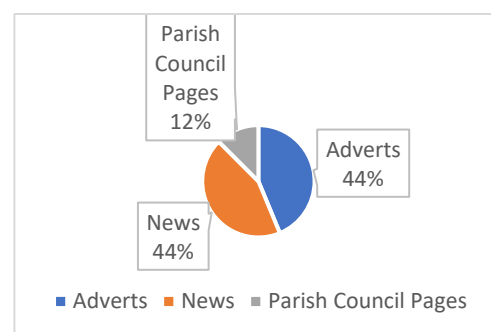
- 4 pages in the Autumn Edition published September 2023
- 1 page in the Christmas edition published December 2023
- 3 pages in the Winter/Spring Edition published January 2024
- 4 pages in the Spring/Summer edition published April 2024

Findings from the Autumn Edition (September Edition)

Deadline for submission was the 1st August – pressure on office staff to produce content noting low level of input received from working group despite chaser emails being sent.

Clerk submitted content, Clerk, RFO, Cllrs Payne and Murray proofread, Clerk edited and submitted final publication.

Proof received 4th August, copy received September.

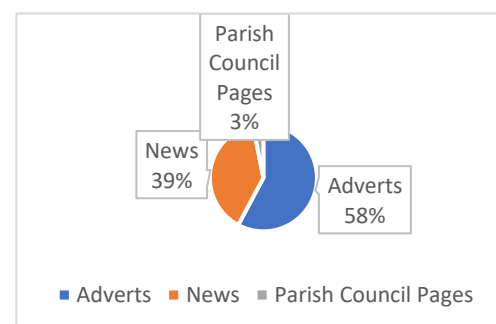


Due to the length of time from submitting to publishing, we were unable to amend the article covering hardcourt resurfacing following a change of date from the contractor. Noting this we no longer publish projects with a timescale out of our control.

Findings from the Christmas Edition (December Edition)

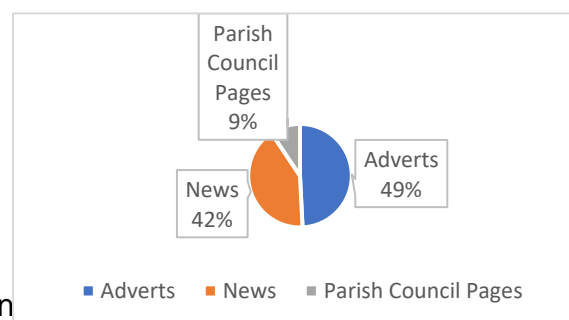
Deadline for submission 1st October, Clerk was on annual leave for submission Cllr McKeown volunteered to submit and led on collating responses.

Although significant pressure from Council, low level of responses received despite chaser emails being sent. Proofread and edited by Clerk, RFO and Cllr McKeown. Clerk submitted final publication. Proof received 8th October, copy received December



Findings from the Winter/Spring Edition (January Edition)

Deadline for submission 1st December, Clerk was on annual leave for submission, RFO submitted, proofread and edited by Clerk and RFO



Proof received 4th December with feedback required by the 8th December, copy received January

Comments Received:

"I used to keep the newsletter as there were useful dates in it that I could refer to. The new magazine gets read once then goes in the recycling"

"Does not give the same information as the newsletter, concerns over paper not being recyclable"

"We would have been charged to submit anything, so we have lost our local presence, I'm afraid."

It's a real shame and one that was highlighted at our staff meeting last week from a resident of Histon. Residents can no longer see or hear about the positive work we are doing – which is a shame!"

Regular Hisimp News Contributors not featured in HI Lights

- Police News
- Connections Bus
- Village Society Meeting Dates and Events
- Village Schools
- Bowls Club
- Histon Hornets
- Histon Cricket Club
- Histon Tennis Club
- Choir 2000
- Cambridge Ten Sing
- County Councillor Report

Views of the Office Team

One of the aims of Council when taking this on was to reduce staff time and therefore a saving, noting this costs more per edition when compared to the Hisimp News. For each edition staff are writing content, providing images, sending chaser emails to the working group, editing two versions of the newsletter, submitting and liaising with Histon & Impington CIC (which we also did for the Hisimp News). There is a time saving element due to less pages and content to review and submit, but there is an unforeseen pressure on staff regarding the timetable for publication which is out of our control and low levels of response from the working group. With the submission and publications dates being close (1st August, 1st October, 1st December, 1st March) there is no downtime between editions, we are also unable to be precise on projects dates due to the time differencing from publication to print (but we can be precise on the website which isn't a bad thing that we use that more). The timetable of publication does not align with peak Parish Council workload which features in December/January (Precept/Budget setting), Annual Parish Meeting and Annual General Meeting (April/May) and September/October (Project Consultations).

With the submission always being the beginning of the month, it is likely either the Clerk or RFO are on annual leave as the last week of the month is usually kept clear in the Council calendar of meetings with Full Council always being on the third Monday and this week being ideal for holiday with a low impact on work levels.

The Hisimp News published the work of village charities, organisations and sports groups receiving financial or other support from the Parish Council and regularly featured a 'thank you' to the Parish Council. **The Council should consider a mechanism for these organisations/charities/sports groups to advertise their work as it is a good mechanism to show the community where their money is being spent (and we receive positive feedback)**

The HI Lights Magazine uses the same volunteer delivery network as the Hisimp News used to, it would be a big ask to ask volunteers to deliver two village magazines and could be seen as a waste of valuable volunteer resources.

Possible Options going forward

Continue with HI Lights under the same arrangements in the contract

Continue with HI Lights but exploring a mechanism for village charities, organisations and sports groups to contribute perhaps by the means of a more extensive Annual Report delivered to all households

The Parish Council establishes its own volunteer network for delivery of material and reverts to Hisimp News or some other means of publications

Theresa King

From: liz.hill@hihub.info
Sent: 27 November 2023 21:50
To: Theresa King
Cc: Edd Stonham; Yvonne Murray
Subject: RE: Request for funding for 24-25

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello Theresa

Thanks for your email.

We had a board meeting this morning and have looked closely at our figures and projections for next year. We believe it is realistic to expect that we can cover all HILights costs in 2024/5 except the print bill. Based on this year's costs that will be £7584

So our request to the Parish Council will therefore be for:

- A commitment to **12 pages of content under the same contractual agreement as 2023/4: £3690** (we are not intending to increase our prices in 2024)
- A contribution towards **print costs: £3894**

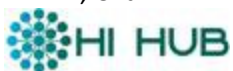
I understand that the Parish Council wish to introduce a three-year planning cycle, so please note that these calculations are for 24/25 only, as it is very likely we will have to increase our prices in 25/26. If you need me to put forward figures beyond 24/25 please let me know.

I'm not sure whether this email is sufficient for input into your operational budget, but if you need this request in some other form, do let me know.

Many thanks.

Kind regards
Liz

Liz Hill, Chair



www.hihub.info

Histon & Impington Communications CIC

A Community Interest Company registered in England: 11719514

From: Theresa King <office@hisimp-pc.gov.uk>
Sent: Tuesday, November 21, 2023 9:29 AM
To: 'Liz Hill' <liz.hill@hihub.info>
Cc: Yvonne Murray <yvonne.murray@hisimp-pc.gov.uk>; Edd Stonham <edd.stonham@hisimp-pc.gov.uk>
Subject: Request for funding for 24-25

Good morning Liz,

The Finance, Governance and Legal Committee have a meeting on 4th December when we will be looking at funding requests from other organisations such as Age UK. I understand that there may be a request coming for funding for Hilights magazine. Would we be able to have that request in writing for the meeting so it can be considered in the budget planning process please?

Could you please also give me an idea if the cost for pages in the magazine is likely to increase so I can factor that in to our operational budget.

Many thanks,

Theresa

Theresa King

RFO

Please note new email address



T: 01223 232423 www.hisimp-pc.gov.uk

The Parish Office, Histon & Impington Recreation Ground
New Road, Impington, Cambridge, CB24 9LU

Privileged/Confidential information may be contained in this message. If you should not have received it tell me and delete it without forwarding, copying or disclosing it to anyone. Opinions expressed are those of the individual and do not necessarily represent the opinion of the Parish Council.



Bringing people
together to
improve *wellbeing*

Registered Charity 1185578

Theresa King
Committee Clerk
Histon & Impington Parish Council

29th August 2023

Dear Theresa

HI Friends Charity Wellbeing team funding 24/25

HI Friends would thank the Parish Council for their financial support in the present financial year and in previous years in assisting with the cost of the HI Friends Charity Wellbeing Team. Without this funding the Wellbeing Team would not exist in its present form and provide the valued support to many village residents of all ages.

We understand that the Parish Council is introducing a new budgetary process and hence our earlier request for consideration for funding support in the financial year 24/25.

HI Friends is pleased that the Service Level Agreement with the Parish Council has now been signed setting out the parameters of our relationship. Our activity report for the first six months of 2023 has been sent separately.

In the year to date HI Friends has sought to consolidate its services and activities after a year of growth in 2022. A couple of positive features has been the growth of the Memory Loss Support Group which now meets weekly with around 25 attending and the Day Centre with average session attendance of 15 an increase of 3 in 2023 plus a waiting list.

At the time of writing, we are entering into an agreement with SCDC for use of the Kay Hitch Way Community Room which we have redecorated, and this will become a base for some of services and activities.

We are working on some new initiatives which include;

- '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 entitled 'Flourishing Start' for primary aged children in school with an opportunity for parents to become directly involved
- providing one day a week of wellbeing support at IVC
- a new part time support role 'Caring for Carers' with a focus on supporting those caring at home for family members or close friends

At present the Parish Council supports HI Friends on a year by year basis which is appreciated but makes longer term planning more difficult and we would enquire whether a three year funding arrangement is one that the Parish Council might possibly consider please.

The expected cost at the present time of the Wellbeing Team in 2024 is projected to be around £44k

We would like to ask, please, that the Parish Council consider increasing support of the Wellbeing Team in the next financial year by £7,500 to £25,000, and if possible to commit to this level of support for a subsequent two years ie financial years 25/26 and 26/27 with perhaps an annual link to inflation. Like of all of us HI Friends has been impacted by inflation, the need to retain / recruit staff and an increasing demand for our wellbeing services.

The requested funding would be for the following areas of the Wellbeing Team;

- **Older people's support** £9,000 (increase of £3500) which includes the Older People's Worker, Day Centre Holiday at Home Coordinator, End of Life Support Worker and new additional support for Carers themselves
- **Dementia support** £6,000 (increase of £2,000) covering the Dementia Support Worker and Memory Loss Support Group leader
- **Wellbeing support** £10,000 (increase of £2,000) covering the Mental Wellbeing Worker, counselling support in schools and the Parental Wellbeing Worker

HI Friends would fund the difference itself of £19k itself between the expected Wellbeing Team cost of £44k and possible Council support of £25k. In addition HI Friends fund core costs of around £14k including non Wellbeing Team employees essential for the operation of the charity.

Thank you for considering this request.

Regards

Vernon Dudley

Vernon Dudley
HI Friends Chair of Trustees
E; chair@hifriends.org.uk

cc Neil Davies Charity Manager

Youth Club

There have been 14 youth club sessions run this term and we have seen 58 young people. 12 young people joined us on our end of term ice-skating trip.

Age	11	12	13	14	15	16	17	18+
Number Female	2	6	8	1				
Number Male	5	14	9	11	2			

Week Commencing	Number	Notes
11 Sep	18	Good positive start to the term with YP enjoying MUGA, outdoor gym, table tennis and tile painting. Included some new Year 7s. Good conversation with older lads who were involved in an incident over the summer.
18 Sep	29	Really enjoyed craft (sand art) and bingo as well as usual activities. Discussed rules with new members. Conversations about challenging behaviour outside of youth club hours, bad language, stealing crisps. One-to-one about being hungry and not having packed lunch (will monitor).
25 Sep	25	enjoyed making pitta bread pizza, fantasy film craft, colouring, table tennis and football. Year 9 girls are back for the first time. Conversations about hygiene when cooking, tiktok, sending nudes, tattoos and music. Staff checked in with girl on rec. who was provocatively dressed to ensure okay, she was meeting boy and didn't want to get involved in youth club. Good football game including all age groups.
02 Oct	22	Enjoyed circus skills, decorating biscuits, table tennis, football, Shrinkies, board games and colouring. Incident from Friday was discussed with tennis coach. Some YP now away with rugby training on Mondays. Conversation about girl seen last week.
09 Oct	24	Enjoyed new games console, football outside, making bracelets, table tennis and jigsaw speed challenge. Conversations about school, languages, options, getting drunk, TikTok, music, transgender, sexuality and being sexually active.
16 Oct	24	Lots of activity around trinket box decorating, bead bracelets and of course football (year 8 and 9 played well together). Also enjoyed listening to music. Conversations about school, lessons, homework.
23 Oct		Half Term
30 Oct	17	Enjoyed doing Halloween crafts, table tennis, twister and football on MUGA. Conversations about holidays, trick or treating, ice skating trip, jobs, apprenticeships, football, school, putting up with teachers, coping strategies at school.
06 Nov	17	Enjoyed cereal box challenges, football, baking fork biscuits, making dreamcatchers, Switch and table tennis. Conversations about not liking to eat at school, meeting at school with parents, improved school behaviour after advice given last week.
13 Nov	22	Enjoyed making fork biscuits, table tennis, mask making, football, Switch and games. Girls engaged well with staff and talked about relationships, families, social media, weekend activities. Also one-to-one about parents splitting up. Also reminders about skating trip.
20 Nov	21	Lots of activity with pitta bread pizzas, memory jars, nail painting, table tennis, Switch, football and hot chocolate. Some away on Grafham trip. Conversations about relationships (2 couples in the group), ice skating trip, residential to Grafham.

27 Nov	18	Enjoyed chips and hot chocolate, lots of craft, usual equipment and balloon experiment. Conversations about weather, school, relationships, after school clubs (lots of them) and Grafham water trips. One YP seemed to be under a lot of stress, to be followed up next week.
04 Dec	25	Enjoyed party game challenges, sock snowmen craft and football. Conversations about football opportunities, food parcel, being a young carer for disabled sibling.
11 Dec	17	Enjoyed icing biscuits, table tennis, football, Switch, bingo and Christmas crafts. Conversations about teachers, facebook, school, homework and Christmas.
Tues 13 Dec	12	Ice-Skating trip to Cambridge Ice Arena
18 Dec	23	All really enjoyed the Christmas present game including prizes and forfeits. Also making Christmas decorations and football outside. Conversation about nude photos and the consequences if leaked.

Youth Yoga & Mindfulness

Date	11 Sep	18 Sep	25 Sep	02 Oct	09 Oct	16 Oct	23 Oct	30 Oct	06 Nov	13 Nov	20 Nov	27 Nov	04 Dec	11 Dec	18 Dec
Number	5	6	7	5	4	6	½ term	6	5	5	*	*	3	4	4

Note: * Cancelled sessions due to instructors' family illness. Replacement found for final three sessions.

Babysitting Course

Week Commencing	Number	Notes
11 Sep	13	2 missing, will chase. Great first session with very mixed group. A number of additional needs being supported (dyslexia, anxiety and OCD). Covered group agreement and what makes a babysitter. Friendships beginning to be formed as many didn't know each other.
18 Sep	14	Good session with friendship growing. Very inclusive with confidence growing in all. Staff awareness and adaptation for special needs of two yp seems to be working. New yp left half way through as feeling poorly.
25 Sep	13	Those that were late last week are likely to postpone and join us next term. Discussed building good relationships, body language etc. Conversations about uniform strictness, importance of keeping focussed and 1 st Aid next week.
02 Oct	13	First Aid Course. Great participation and fun.
09 Oct	13	Needs of a baby session. Engaged well asking very good questions.
16 Oct	10	2 on holiday and 1 visiting mum. Session on toys and activities and reviewing folder completion so far. Enjoyed session but made a mess! 1 YP already has first BS job coming up.
23 Oct		Half Term
30 Oct	12	1 missing as was going out trick or treating! Child protection session resulting in some good discussion and questions.
06 Nov	12	one YP poorly (folder passed on so that she can catch up). Safety at home session, lots of writing but managed to cover it all in time. Useful experiences shared.
13 Nov	12	Good session with lot of hard work making sure folders completed and working through scenarios.
20 Nov	6	caught up on folders and chatting about potential babysitting jobs. Just one folder left to be marked.

07 November 2023

Dear Parish Councillors

Re: Youth Work Services from April 2024

It was great to see so many villages represented at our AGM in October. As explained then, we carried out 430 sessions during the year, working with over 1000 young people in 14 communities and a survey of our young people in May showed that:

- 100% said that they enjoyed out youth clubs/buses
- 72% attended every week
- 96% said our youth workers were easy to talk to
- 77% said attending had helped to improve their mental health and wellbeing

The demand for our services is increasing and during the year we have been able to add 1 new village with 2 more waiting for our 2nd bus to be roadworthy again and another 3 making serious enquiries. I can confidently say we have come out the other side of COVID with a strong youth service offer and are looking to improve and expand what we are able to provide in the future.

One major project for the next 12 months is to replace both of our aging youth buses. For this we will be seeking grants to avoid having to massively increase the fees we charge. The trustees are therefore able to confirm that the fee increase to be applied from April 2024 will be just 2%, considerably less than the current Inflation Rate of approximately 6%

The new annual fee for the services that we currently provide to Histon & Impington will be £26,087 from 1 April 2024.

I would ask that you continue to consider the needs of your young people and how important our service is to them. Would you then please let me know by 15 January 2024, how you wish to proceed from April 2024?

We would really appreciate it if you would complete a short survey, that will assist in the funding bids that we are currently working on: <https://forms.gle/LnjuKvbKFy993rhcA>. More than one submission from each village is welcome.

If you have any questions as a result of this letter, please do get in touch.

Yours sincerely



Alan Webb
Project Manager

Histon and Impington Community Warden Funding 2024.2025

Included below is the forecast budget that was sent across on 28th November looking at 2024.2025.

			April 2024 to March 2025
Departments	Category	Nominal Code	Actual (£)
Histon & Impington	Income		
		South Cambs District Council	4587
		Warden Fees	7500
	Income Total		12087
	Expenditure	Salaries + Oncosts	-17436
		Recruitment	-20
		Travel	-1000
		Training	-50
		Meeting, Marketing & Event	-270
		Soldo card	-100
		Mobile	-378
		Support Services	-8671
	Expenditure Total		27925

Further conversations have taken place with CCC on 15th December to enquire whether they will support the scheme next year, we are still awaiting a reply at present. Once we hear anything we will of course let you know.

Please accept this paper as a request of funding from Histon and Impington Parish Council for £11,000.

If you require anything further, please do contact me by emailing sarah.thomson@ageukcap.org.uk or calling 07445151635

Many thanks
Sarah Thomson
Service Manager

Legacies - Support Our Future

President: Dr S G P Webster MA, MD, FRCP

Chairman: Hazel Williams MBE

Vice Chairman: Clive Adkin

Hon. Treasurer: David E Bruch FCA

Chief Executive: Melanie Pittock

Age UK Cambridgeshire and Peterborough is a charitable incorporated organisation registered with the Charity Commission for England and Wales with registered Charity No. 1165856

Registered Office: L24 South Fens Business Centre, Fenton Way, Chatteris, Cambridgeshire, PE16 6TT.

REPORT TO:	Full Council	23/090.8
AUTHOR/S:	Edd Stonham, FGL Chair; Yvonne Murray, FGL Vice Chair; Theresa King, RFO	11th January 2023

Each Committee was asked to prepare a budget for day to day spend for the coming financial year. For the first time this year, the committees were also asked to submit three-year plans, both for the day to day spends and for potential projects, and to consider any top ups needed to reserves (funds that are set aside for particular projects or uses). The first year of these plans would be the projects that the committees consider they wish to undertake for 2024-2025 financial year. The projects aspect of the plans is what is normally funded from our capital spend pot, along with any top up request for reserves.

Based on the requests received from Committees, the main operational budgets are below.

Draft Operational Expenditure

Committee	Last Year budget 22-23	Last year actual 22-23	This year Budget (23/24)	Est Spend to end Year 23/24	24/25 Budget proposal	23/24 budget versus 24/25
FG&L	261,413.00	273,086.74	298,377	285,603	328,775	110.2%
HDFS	17,490.00	13,441.79	18,700	12,475	16,550	88.5%
N&B	28,810.00	25,404.51	41,750	35,643	48,700	116.6%
Planning	550	0	2,050	0	50	2.4%
WRL	59,025.00	50,740.50	62,181	55,869	71,556	115.1%
Youth			25,575	25,575	26,087	102.0%
TOTALS			448,633	415,165	491,718	109.6%

Draft Income Figures

Committee	Last Year budget 22-23	Last year actual 22-23	This year Budget (23/24)	Est Income to end Year 23/24	24/25 Budget proposal	23/24 budget versus 24/25
FG&L	406,260.88	406,009.67	420,744	426,252	15,000	3.6%
HDFS	9,240.00	8,508.00	7,271	8,178	9,450	130.0%
N&B	0	0	0	0	0	0.0%
Planning	0	0	0	0	0	0.0%
WRL	40,940.00	33,038.10	43,267	43,908	48,007	0.0%
TOTALS			471,282	478,338	72,457	15.4%

Expenditure less income gives us a net expenses figure of £419, 261, which is what we would be looking to fund from precept. Based on the figures we have from South Cambs District Council, this is already equivalent to almost exactly a 1% increase on precept.

24-25 Percentage increase on last year	Band D	Precept
1	124.50	419,225.49
2	125.74	423,376.24

However, this is without any contingency or capital spend amounts. In 23-24 we allowed for a £55,000 capital spend pot, and a £15,000 contingency. We then also said we would spend £45,00 from reserves. If we did the same this year, we would find the following:

expenditure		491,718
income		72,457
net expenses		419,261
contingency		15,000
capital		55,000
net totals spend		489,261
spend from reserves		45,000
base precept		444,261

To fund this from precept would require a precept increase of 7%, increasing the Band D amount to 131.899 and £444,129.98. (23-24 Precept was 411,743.61, a Band D figure of £123.27).

5	129.4335	435,828.48
6	130.6662	439,979.23
7	131.8989	444,129.98

As part of the three-year planning process, we have had requests for potentially £57,000 increases in reserves and upwards of £78,858 in potential projects, giving a total of £135,858 in capital funding requests. If we allow that the contingency spend suggested above, the capital spend and the spend from reserves is to fund this, we would then need to find a further £30, 858 (£135,858 – 105,000). To do so from precept would result in precept request of £475,119.04, approximately a 14% increase in precept. We only increased the precept by 3% last year, due to the Cost-of-Living Crisis, and we are still in that crisis, and we would need to prove to residents that the projects we are proposing for the coming year are worth that 14% increase.

The FGL Committee feels that the reserve top up requests and capital projects need to be reviewed so that the projects that are being chosen are achievable, suggesting a maximum of four projects per committee for 24-25. Making some initial amendments which will be discussed with affected committees, the amended reserves and projects figure is £25,000 for reserve top ups and £78,858 for projects, giving £103,858.00. This would be funded from the capital spend part of precept, set as £60,000, and a spend from reserves of £55,433. The projects and reserves top up taken from that would still leave us £11, 575 if the project figures are too low. That then leaves us the £15K for contingency. This gives us a 5% increase.

expenditure		488,718
income		72,457
net expenses		416,261
contingency		15,000
capital		60,000
net total spend		491,261
spend from reserves		55,433
Precept needed		435,828
	5% increase	

This will not rule out any project coming forward for consideration that has not been suggested for the coming year. We can then review the 25-26 projects for costings and possible funding next year, so that if a larger increase in precept is required, we can show the residents the reasoning behind it.

Therefore, the motion is:

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.