

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 19th February 2024**

8 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: Yvonne Murray (Chair), Joseph Adam, Sarah Allen, Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, Tom McKeown, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham, Louise Wilbraham Clerk(s): Chelsea O'Brien; Theresa King Members of Public: 5 Dist Cllr: Hansraj, Cahn, Heylings (in part)	
23/093	APOLOGIES FOR ABSENCE Apologies: Aga Cahn (personal), David Legge (personal), Joe Uttridge (personal). Cllr Leonard was absent Cty Cllr Hathorn	
23/094	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Payne – pecuniary interest – item 102.2 Cllr Davies – pecuniary interest – item 102.2 Cllr Stonham – pecuniary interest – item 102.2 Cllr Wilbraham – pecuniary interest – item 102.3	
23/095	DATE(s) OF NEXT COMMITTEE MEETINGS Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 23/100.1 and calendar invites emailed to all.	
23/096 096.1	PUBLIC PARTICIPATION Bowls Club Chair addressed Council to express thanks for the support the Parish Council and staff team have provided and shared the plans for the coming season, including re-painting the bowls club pavilion, plans to purchase new equipment, applying for a SCDC Community Chest Grant, the success of the Open Day last year and plans to work closer with the community. Mr Grimmer noted his role on the Recreation Committee 43 years ago employing former Head Parish Groundsman Mr Campin and noted his high level of expertise and looked forward to now working with Mr Smith, Parish Ranger at the Recreation Ground.	
23/097 097.1	<u>TO APPROVE minutes of the meeting held 22nd January 2024</u> Proposed Cllr McKeown, seconded Cllr Wilbraham all in favour Chair to sign as a true and accurate record of the meeting, approved . 3 Councillors abstained	
23/098 098.1	<u>MATTERS ARISING</u> Action list provided to all (Appendix 1) and accepted; no additional items raised	
23/099 099.1 099.2	<u>REPORTS TO NOTE</u> County Council written monthly report January copied to all and accepted (Appendix 2) covering: Civil Parking Enforcement; Highways & Transport Budget; Annual Climate Change Report; Highways Weed Strategy, Voi Scooters, Quality of Life Survey . Cty Cllr Hathorn was not present at the meeting but welcomed any questions by email District Councillor Report written monthly report February copied to all and accepted (Appendix 3) covering: Approval of Hotel and Aparthotel Orchard Park; Consultation of Changes to Permitted Development Rights; Biodiversity Net Gain Requirements;	

<p>099.3</p> <p>099.4</p>	<p>COVID 19 Day of Reflection; Reforms to Social Housing Allocations; State of District Report. Additional discussion on: Orchard Park Aparthotel, Cllr Payne queried why Histon & Impington Parish Council were not consulted noting the impact from the reflective noise barriers Orchard Park development has on Impington. Dist Cllr Cahn noted this and would seek clarification. Changes to Permitted Development Cllr Hobbs questioned the changes and impact which were confirmed to be an estimated increase of 50% to size of development permitted and changes to classification and change of use of development within permitted development rights which would result in no opportunity for Planners or the Parish Council to apply conditions. Consultation to be included on the next Planning Committee agenda for consideration</p> <p>Clerk's Report written report provided to all and accepted (Appendix 4). Clerk reminded all of next Hi Lights submission deadline, articles to be provided to the Office by 26th February.</p> <p>Chairman's Report written report provided to all and accepted (Appendix 5). Chair verbally noted thanks to:</p> <ul style="list-style-type: none"> - Head Parish Ranger, Mr T Smith for his work in our villages and at The Recreation Ground, displaying increased skills and strengths in taking on the wider support role. - All those that attended Mr S Campin's retirement party and the Office team that made it all happen - Staff for initiating the possibility of contractor support; without connections and good relationships with such stakeholders the Parish Council would not be able to consider the possibility of collaborations <p>With agreement of Council, Chair suspended Standing Orders and brought forward items 102.2, 102.3, 102.4. Chair returned to agenda order following completion of these items. All members of the public left the meeting</p>	<p>Dist Cllr Cahn</p> <p>Plg Comm</p>
<p>23/100</p> <p>100.1</p> <p>100.2</p> <p>100.3</p> <p>100.4</p> <p>100.5</p>	<p><u>To Accept Committee Reports</u> - <i>note actions and accept</i></p> <p><u>Planning Committee</u> draft minutes 5th February provided to all and accepted. Next meeting due 20th February 2024</p> <p><u>Neighbourhood Plan Working Party</u> to agree to nominate 1 Councillor from each Committee to form membership. Approved as follows: Cllr Smith, Cllr McKeown, Cllr Allen, Cllr Murray, Cllr Stonham</p> <p><u>Highways, Drainage and Formal Spaces</u> draft minutes 24th January provided to all and accepted. Next meeting due 5th March</p> <p><u>Nature & Biodiversity</u> draft minutes 6th February to follow. Next meeting due 30th April</p> <p><u>Dates of upcoming Committee meetings:</u> <u>Wellbeing, Recreation & Leisure</u> next meeting 4th March 2024 <u>Finance, Governance & Legal</u> Next meeting due 15th April 2024</p>	
<p>23/101</p> <p>101.1</p> <p>101.2</p> <p>101.3</p>	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 6)</p> <p>To note payment of accounts under delegated approval as detailed in report (Appendix 6).</p> <p>To approve payment of outstanding accounts as detailed in report including approval to purchase replacement fire panel in the pavilion at a cost of £956.26 + VAT (Appendix 6). Proposed Cllr Stonham seconded Cllr Moore all in favour and approved</p> <p>To report on amounts paid in. Noted</p>	
<p>23/102</p> <p>102.1</p>	<p><u>Other Matters</u></p> <p>Council noted the decision taken at the meeting held 22 January 2024 which read: 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. Chair asked Council to consider whether they had the information and were ready to consider the item. Proposed Cllr Hobbs seconded Cllr Crockford 8 in favour, 1 against, 3 abstentions motion carried</p> <p>Noting no decision was taken to approve or sign a contract, just that Council would</p>	

<p>102.2</p>	<p>consider entering a contract. The wording used ‘under the same terms as previous contract’ was for drafting purposes only (of the new contract) and not an approval of payment of fees approved under the previous contract that terminates 31st May 2024.</p> <p>HI Friends Wellbeing Team Financial Request to consider funding request of £25,000 for 2024-25 and a commitment from Council for £25,000 + CPI for 2025-26, 2026-27. Copy of letter and requested supplementary documents provided to all and accepted. Financial request was included within precept calculations. Cllrs Payne, Stonham and Davies left the meeting for this item. Cllr Smith, member of the Donations & Grants working group, verbally briefed all on the meeting held Friday 16th February to review the requests for financial support from HI Friends, Connections Bus, Camtrust and HI Lights. The Working Group would review the HI Lights request in more detail once supporting financial information had been received. The working group noted confusion of definitions between services, grants and donations and funding guidance and needs to define these much more clearly as well as set out the process for each. But in the absence of this it stressed there should be consistency in the way we deal with the funding requests currently in front of us. The working group noted a strong justification for the requested funds and recommended Council approves the full funding requested, it was noted an oversight of the working group that they only reviewed this on a 1-year basis.</p> <p>Additional discussion covered:</p> <ul style="list-style-type: none"> - Comprehensive list of documentation received - Broad range of support offered to all age groups - Large number of residents supported - Core costs look good - Useful to have feedback from Firs House, Adult Social Care, Fire Service, Ambulance etc to check for any gaps in remit <p>Cllr Moore proposed a 1-year agreement to allow for consultation with statutory stakeholders to take place, no seconder, motion not carried</p> <p>Cllr Crockford proposed approval of funding request of £25,000 for 2024-25 and a commitment from Council for £25,000 + CPI for 2025-26, 2026-27, seconded Cllr Hobbs, all in favour, 1 abstention.</p> <p>Cllrs Payne, Stonham and Davies returned to the meeting</p>	
<p>102.3</p>	<p>Connections Bus Youth Work Financial Request 2024 to consider funding request of £26,087 for youth work provision in Histon and Impington. Copy of letter and requested supplementary documents provided to all. Financial request was included within precept calculations. Cllr Wilbraham left the meeting.</p> <p>The working group noted:</p> <ul style="list-style-type: none"> - Clear benefit to younger residents of a vulnerable age - Value to the qualification and skills received from the Baby-Sitting course - Value for money is unclear, more work is required with the full participation of Connections Bus <p>Working group recommended 12 months funding linked to an SLA with the provision to remove funding after 6 months.</p> <p>Additional discussion covered:</p> <ul style="list-style-type: none"> - No alternative offer currently available - Parish Council level of funding currently a quarter overall, does not equate to level of youth work received - 4 workers required for the Recreation Ground setting for Youth Club - Additional follow up of youth work for Histon & Impington noted although no detail provided within reports of number of hours - 20% increase in salary costs noted from last year - Core costs were high - Review with Police and Local Schools of benefits and gaps in the provision - Councils previous experience of employing a Youth Worker 	

	<p>Cllr Payne proposed to invite Connections Bus to a meeting to clarify points raised and Parish Council approve funding until September (1 term) to ensure continued service whilst Council undertakes a review across the parishes and review of proportion of core costs. Cllr Carrington noted this was a large sum of funding for just 151 young people, does this leave the Council open to funding requests from other village groups supporting young people such as uniformed services, Histon Hornets, etc. Cllr Davies noted the pressure of undertaking a thorough review in just one term and suggested Council approves the full request for the year to allow sufficient time with no impact to the young people benefitting from the service.</p> <p>Cllr Jocelyn, proposed an amendment to Cllr Payne’s motion to funding for 2 terms (April – July and September – December) to the value of £17,391 to enable a detailed review of costs across other Parishes and a review of core costs as this seems a high percentage of funding, seconded Cllr Crockford, 7 in favour, 4 against, 2 abstentions, motion approved. Cllr Wilbraham returned to the meeting</p> <p>102.4 Camtrust Financial Request to consider funding request for Supported Work Experience Programme, total amount required for programme £19,350. Clerk confirmed request was for £9350. Programme details and supplementary documents provided to all and accepted. Any approved funds to be taken from General Reserves.</p> <p>The working group reviewed the documentation provided and concluded:</p> <ul style="list-style-type: none"> - Offers opportunities to vulnerable young people to be integrated into the community - Building on a diverse and resilient community - At the time of reviewing the documentation unclear of the number of residents this supported, later clarified as 1 client, 6 volunteers, 2 members of staff and 5 trustees - The working group proposed a £2000 donation to this project instead of the full amount requested <p>Dist Cllr Cahn shared his personal experience of the value of opportunities like this to vulnerable young adults and how service cuts can impact the mental wellbeing of those attending.</p> <p>Cllr Carrington proposed Council approves full payment of the request £9350, seconded Cllr Hobbs, prior to a vote Cllr Payne noted this would be an unbudgeted spend and would set a precedent to other charitable bodies in the village to apply. It was noted the current budget is £1,000 for those applying via the grants and donation policy. Cllr Davies supported this view and noted £2,000 is a good compromise. Cllr Allen noted the value to residents of the recycling bikes scheme and promotion of affordable cycling available to residents.</p> <p>Second motion was presented: Proposed Cllr Crockford, Council approves payment of £2000 to Camtrust to support the Work Experience Programme, seconded Cllr Davies.</p> <p>Motion 1 taken to vote: Cllr Carrington proposed Council approves full payment of the request £9350 to support the Work Experience Programme seconded Cllr Hobbs, 2 in favour 10 against, 2 abstentions, motion not carried</p> <p>Motion 2 taken to vote: Proposed Cllr Crockford, Council approves payment of £2000 to Camtrust to support the Work Experience Programme, seconded Cllr Davies.8 in favour, 3 against, 3 abstentions, motion approved</p>	
<p>102.5</p>	<p>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 Carrington all in favour to exclude public and press</p>	
<p>102.6</p>	<p>To discuss current staffing levels and staff wellbeing. Clerk updated all on staff wellbeing and changes to roles whilst a staffing reviewing is being undertaken. It was noted Head Parish Ranger has expanded his role and responsibilities at the Recreation Ground and was excelling. Cllr Davies noted the need for the Employment Committee to review scale in light of this change.</p>	

102.7	To approve payment of 10 days holiday for Head Parish Ranger. It was noted staff holiday year is in line with the financial year and holiday. Proposed Cllr Hobbs, seconded Cllr Stonham all in favour, approved	
102.8	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 Hobbs, seconded Cllr Stonham all in favour and approved	
102.9	Tailored Offer of Specialist Support for Sport Pitches Council to review and consider seasonal contractor work to allow for a comprehensive review of staffing levels and needs of Council. Specification provided to all for consideration (Appendix 7). Cllr Hobbs queried the plan for the Bowling Green noting specialist weed and moss control is required, Clerk noted a contractor used annually by the Parish Council has quoted for the specialist work and the quote will be reviewed and the next Wellbeing Recreation and Leisure Committee due to the treatment needing to start in March. Cllr Hobbs also noted the support required from the Head Parish Ranger within the quote. Proposed Cllr Stonham seconded Cllr Davies all in favour to accept quote but requested a cost breakdown between cricket and tennis.	WRL Agenda
102.10	To Approve Membership of Youth Provision Working Group and delegate drafting Terms of Reference for approval at next appropriate Full Council meeting. It was noted this would report to Wellbeing Recreation and Leisure Committee. Cllr Moore volunteered as a co-ordinator role. Proposed Cllr Davies, seconded Cllr Stonham to approve item for next WRL agenda to approve members.	WRL Agenda
102.11	Invitation to Community Engagement Workshop Tuesday 27 th February 2024, 7.30pm. Paper and draft policy (Appendix 8) provided to all and noted. It was confirmed that although representatives of HI Hub were present at the January meeting when the initial request had been asked for financial information, a formal request for the full list of other documents inline with the request sent to HI Friends, Connections Bus and Camtrust had not been sent to date. This request would be sent to ensure consistency. On receipt of information, Cllr McKeown would be invited to attend the next working group meeting to ensure the Community Engagement Policy principles are included within the discussions.	
102.12	To Approve Emergency Work of £3075.42 + VAT to replace aluminium commercial single door for public toilet to current safety requirements (anti finger trap guard, mobility threshold, concealed closers, hook look non-hold open/closer, glazed reinforced panel). Proposed Cllr Stonham, seconded Cllr Carrington all in favour and approved.	
23/103	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA All agreed to delegate to Chair and Clerk to draft and post	
23/104	Next Full Council: Histon & Impington Parish Council Monday 18 th March 2024	
	Meeting closed: 9:21 Appendix 1: Action List Appendix 2: County Councillors Report Appendix 3: District Councillor Report Appendix 4: Clerk's Report Appendix 5: Chairman's Report Appendix 6: Finance Report Appendix 7: Tailored Offer of Support Appendix 8: Community Engagement Draft Policy	