

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 18th March 2024**

11 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: Yvonne Murray (Chair), Joseph Adam, Sarah Allen, Aga Cahn, Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn (arrived during item 109.1), David Legge, James Leonard, Tom McKeown, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham Clerk(s): Chelsea O'Brien; Theresa King Members of Public: 7 Dist Cllr: Hansraj (in part), Cahn, Heylings (in part)	
23/105	APOLOGIES FOR ABSENCE Apologies: Cty Cllr Hathorn	
23/106	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Payne – pecuniary interest – item 114.1 – Director Histon & Impington CIC	
23/107	DATE(s) OF NEXT COMMITTEE MEETINGS Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 23/112 and calendar invites emailed to all.	
23/108 108.1	PUBLIC PARTICIPATION No items raised	
23/109 109.1	<u>TO APPROVE minutes of the meeting held 19th February 2024</u> Chair noted correction requested to item 102.10 to read: <i>102.10 To Approve Membership of Youth Provision Working Group, Cllr Moore volunteered as a corresponding member</i> Proposed Cllr Stonham, seconded Cllr Wilbraham all in favour and approved. With agreement of Council, Chair suspended Standing Orders and brought forward all items under 114 for consideration. Chair reminded all of the financial decisions and consistent process taken at the February meeting noting item 114.1 on the agenda for consideration.	
23/110 110.1	<u>MATTERS ARISING</u> Action list provided to all (Appendix 1) and accepted Chair noted she had been informed by residents of New School Road of clearance work to the boundary adjacent to the footpath of New School Road/Saffron Road and will be monitoring feedback	
23/111 111.1 111.2	<u>REPORTS TO NOTE</u> County Council written monthly report February copied to all and accepted (Appendix 2) covering: Council Budgets, Household Support Fund, Local News (Clay Close Lane, Franklin Gardens, Ring Fort Road Orchard Park, Mobile Warden Histon & Impington. 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: Domestic Abuse, Council Tax, 4 Day Working Week Update; Community Chest Grants; Cambridge 2050, Weekly Food Waste Collections; Civil Parking Enforcement. Additional discussion covered: Traffic Wardens – two for South	

	<p>Cambridgeshire, link provided where to report illegal parking. Dist Cllrs urged members to report issues using the link provided to create hotspot areas which can then be targeted by the Wardens. District Councillors have produced a questionnaire for residents of Orchard Park to establish parking hotspots, opportunity for Histon & Impington if there is an interest from Councillors. It was noted double yellow lines have been installed on non-adopted roads in Orchard Park and are subject to the same enforcement as adopted roads.</p> <p>Cllr Carrington reported loose debris from waste vehicles whilst in transit and asked if District Councillors could share with SCDC Waste Services.</p>	
111.3	Clerk's Report written report provided to all and accepted (Appendix 4). No additional items raised	
111.4	Chairman's Report written report provided to all and accepted (Appendix 5). No additional items raised	
23/112	To Accept Committee Reports - note actions and accept	
112.1	Planning Committee draft minutes 20 th February and 12 th March 2024 provided to all and accepted. Next meetings due 2 nd April and 23 rd April 2024	
112.2	Nature & Biodiversity draft minutes 6 th February 2024 provided to all and accepted. Next meeting due 30 th April	
	Motion: Council to approve commissioning QODA Consulting to undertake energy and efficiency review of parish facilities at the Recreation Ground. Council to agree to an increase in budget of £4,800, from £6,000 set In June 2013 to a total of £10,800. Report provided to all (Appendix 6) detailing recommendation. Cllr McKeown reported just two contractors responded, 12 were asked to quote. The recommended contractor set out the clearest brief set by delegated members. Cllr Smith and McKeown met with Cllr Davies to establish links with the Recreation Development Group, recommendations provided from the efficiency review will enable the Development Group to have an understanding of what the building at the Recreation Ground could achieve. RFO noted the additional funds would be allocated from General Reserves 24-25. Proposed Cllr Stonham seconded Cllr Adam all in favour and approved	
112.3	Wellbeing, Recreation & Leisure draft minutes 4 th March 2024 provided to all and accepted. Date of next meeting to be confirmed following approval of annual calendar at the AGM	
112.4	Dates of upcoming Committee meetings: Highways, Drainage and Formal Spaces Next meeting due 26 th March 2024. Cllr Legge expressed congratulations and thanks to the HDFS Committee on the implementation of 20mph, a project that had been discussed for many years. Finance, Governance & Legal Next meeting due 15 th April 2024 Employment & Transformation next meeting due 16 th April 2024	
23/113	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 6)	
113.1	To note payment of accounts under delegated approval as detailed in report (Appendix 6).	
113.2	To approve payment of outstanding accounts as detailed in report (Appendix 6). Proposed Cllr Stonham seconded Cllr Leonard all in favour and approved	
113.3	To report on amounts paid in. Noted	
113.4	To note Internal Audit visit booked 30 th April	
23/114	Other Matters	
114.1	HI Hub Communication & Engagement Service to consider funding request of £7,584 for a communication and engagement service for the period 1 June 2024 to 31 May 2025. Supplementary papers from HI Hub and Report from Working Group with recommendation provided to all (Appendix 7). Clerk noted request for correction received from Chair of HI Hub, agenda item to read: HI Hub Communication & Engagement Service to consider service charge of £7,584 for a	

communication and engagement service for the period 1 June 2024 to 31 May 2025. Council noted the amendment.

Standing Orders suspended. Chair invited representative of HI Hub to speak, who clarified:

- New proposal for Council to consider, details communication service for the Parish Council including online provision for sharing information
- As this is a service to the Parish Council, HI Hub felt producing a budget was unnecessary

Cllr Payne verbally addressed Council regarding his wish to speak to item 114.1 whilst Standing Orders were suspended. He noted the advice received prior to the meeting from the Clerk to leave the room for the item, noting his pecuniary interest. Cllr Payne left the meeting. Cllr Legge raised an objection that having declared a pecuniary interest a Councillor should not make further comment on the relevant item before leaving the room.

Cllr Smith briefed Council on the Working Group meeting held 5th March covering:

- Comparison of this service request to the request presented to January Full Council meeting
- Figure requested in this proposal is not broken down by activity and does not request a contribution for printing but does request payment for digital activities via HI Hub (previously not charged)
- The paper indicates this will be an annual charge to the Parish Council increasing with inflation
- Whilst clarification on what is a service/grant/donation is still not clear but is being set out in the developing policy (to be presented to June Full Council) in the absence of this, consistency to the approach by which requests are reviewed is key
- HI Friends, Connections Bus, Age UK and HI Hub were all sent the same list of documentation that was required by the Working Group
- Rationale for reverting to Hisimp News
- The valuable communication tools HI Hub offers to the Community and the reporting of Parish Council news in an independent manner thereby holding the Parish to account
- HI Hub's significant value to the Community.

Cllr McKeown expressed disappointment in the Working Groups recommendation but respects and understands the position presented in the paper. He noted he was invited to the Working Group meeting held 5th March to ensure a joined-up approach with the Communication Engagement Policy and was invited to ask questions and discuss counter points. He noted the principled and consistent approach used across all organisations requesting funding, and that HI Hub were unable, or unwilling, to provide data to give confidence that using public money to buy Parish Council pages within HiLights magazine was appropriate. He noted working with HiLights magazine has long-term potential but it will require both organisations to reflect upon and address current failings. Approval of the Community Engagement Policy (item 114.5) will protect print media as a channel used by the Parish Council.

Cllr Moore noted his wife is a volunteer journalist for HI Hub. He verbally addressed Council, highlighting:

- The value of independent reporting and holding the Parish Council to account
- Value to the community
- Timing was wrong, making a change in policy too soon noting just three issues
- HI Hub are doing the heavy lifting, need to give more time to iron out issues
- Two different conceptions on funding noted
- Deadline and word counts for HI Lights could be resolved by better diary management and support of Committees/Councillors
- Finite resource of volunteers for distribution, an issue the Parish Council will need to overcome if reverting to Hisimp News
- Quality of publication, not possible for Hisimp News to reach the same aspirations of quality of publication (HI Lights)
- Funding of two publications is not viable
- Suggested Parish Council considers additional year of service with HI Lights to allow time for the Parish Council to come to a clear decision regarding what is required from our print media channel
- Investing in local journalism is extremely important and is a test of how good Council Histon & Impington are

**June
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	<p>Cllr Cahn shared her support to the views of Cllr Moore and noted the value of independent media. Cllr Cahn questioned whether recent HI Hub articles had any impact on the Working Groups recommendations.</p> <p>Cllr Hobbs noted the Working Group have reviewed the request objectively, raising good arguments and noted the difficult decision for Council ahead.</p> <p>Cllr Davies complimented Cllr Smith on the diligent way the views of the Working Group had been presented to Council. He noted the distribution network used by HI Lights had been inherited from that of the Hisimp News.</p> <p>At this point, representative of HI Hub stated that the recommendation of the Working Group was not shared with HI Hub until publication of the agenda. He also stated Council had not provided guidance with regards to budget request requirements. Chair asked the representative to confirm that no emails or offer of support had been sent from the Council as the Chair recalls several emails and offer of support being sent.</p> <p>Cllr Stonham shared his experience working with another charity and the importance of budgets.</p> <p>Cllr Smith responded to Cllr Cahn to confirm that the recommendations of the Working Group had been made without reference to any articles on HI Hub. Cllr Smith noted her consistent personal view that no request should be supported unless a budget was supplied and noted this view was consistent with the previous request to Council.</p> <p>Chair reinstated Standing Orders. Chair separated item into three votes: HI Hub Communication & Engagement Service to consider service charge of £7,584 for a communication and engagement service for the period 1 June 2024 to 31 May 2025. Council noted the amendment. Proposed Cllr Moore, Seconded Cllr Cahn, 4 in favour, 12 against, 2 abstentions. Motion not carried.</p> <p>Recommendation from Working Group:</p> <ol style="list-style-type: none"> 1) That Council approve the recommendation in principle of the working group to revert to Hisimp News for Parish Council news and news from community organisations. Proposed Cllr Crockford, seconded Cllr Stonham, 13 in favour, 2 against, 3 abstentions, motion carried. It was noted an item to confirm budget and timetable for publication would be for decision on the May agenda 2) That Council signal its willingness to consider a grant to HI Hub to support the service it provides to the community, subject to submission of a budget to support this request. Proposed Cllr Stonham, seconded Cllr Davies, 17 in favour, 0 against, 1 abstention, motion carried. <p>Cllr Payne returned to the meeting.</p>	
114.2	<p>To Review and Approve Stir Heads of Terms and authorise Chair and Clerk to sign off Heads of Terms. <i>Draft Heads of Terms provided to Councillors only as subject to change and includes recommendations of Parish Council Solicitor</i> To delegate point of contact to the working group with oversight from the Clerk. Clerk noted a minor error in the Heads of Terms provided, number 11 was missing from the Annual Rent clause. Chair noted all stakeholders (Stir, Working Group, Ashtons (HIPC Solicitor) were in support of the version presented. Proposed Cllr Wilbraham seconded Cllr Hobbs, 18 in favour, 1 abstention, Heads of Terms approved</p>	May Agenda
114.3	<p>Histon & Impington Town Charity – request for Charity to register as a Charitable Incorporated Organisation (CIO), supplementary papers provided to all from Histon & Impington Town Charity (Appendix 8)</p> <p>Representative and Parish Council nominated Trustee introduced themselves and invited questions. Cllr Jocelyn noted a non-pecuniary interest, spouse is Secretary of the Charity and did not vote.</p>	

	<p>Cllr McKeown noted his support to the Charity's proposal to move to a Charitable Incorporated Organisation and the financial and legal protection benefits to the Charity and its Trustees it offers and proposed the Parish Council supported this change.</p> <p>Cllr Payne noted HI Friends, Connections Bus and Age UK are all Charitable Incorporated Organisation.</p> <p>Motion: Histon & Impington Parish Council have reviewed the proposals put forward by the Histon & Impington Town Charity trustees to change the charity from an unincorporated charity to a Charitable Incorporated Organisation (CIO), governed by six trustees elected three by the Histon & Impington Parish Council and three by the two Parochial Church Councils. The charity's objectives and appointment of trustees will not change and the Commissions model rules for a CIO have been used in conjunction with the current scheme rules already Charity Commission approved. Histon & Impington Parish Council therefore supports this application to the Charity Commission seeking approval from Histon & Impington Town Charity to change to a CIO. Proposed Cllr Payne, seconded Cllr McKeown, all in favour motion passed.</p>	
114.4	<p>Renewal of annual HR Retainer with Ashtons to approve payment of £1800 to include review of Parish Council HR policies and access to suite of templates letters and documents and helpline. Clerk noted low level of usage from Parish Council, offer from Ashtons to review HR Policies as part of the fee. Proposed Cllr Carrington, seconded Cllr Hobbs, 17 in favour 1 abstention, approved.</p>	
114.5	<p>To Review and Approve – Community Engagement Policy report and draft policy provided to all for consideration (Appendix 9). Proposed Cllr Wilbraham seconded Cllr Crockford, all in favour, approved. Thanks recorded to Cllr McKeown for initiating and drafting policy.</p>	
114.6	<p>Histon & Impington Flower Festival to approve spend of up to £50 to support Parish Council display. Proposed Cllr Stonham seconded Cllr Crockford, all in favour, approved</p>	
114.7	<p>Annual Parish Meeting Arrangements scheduled Monday 13th May 2024, to agree: Venue and Guest Speakers. Cllr Carrington to check availability of The Brook Primary School noting a central village location was preferred. Guest Speakers: Recreation Development Group and presentation from each Committee. Clerk noted this was not a Parish Council meeting. Delegated to Cllrs Legge and Murray - to co-ordinate material.</p>	SC DNL/YM
114.8	<p>To approve purchase of safety signs for the Recreation Ground. Report attached (appendix 10) with recommendation from Office to proceed with best value quote. Proposed Cllr Wilbraham, seconded Cllr Leonard all in favour, approved spend of £390.00 for signage.</p>	
114.9	<p>To approve delegation of spend up to £8,000 (budgeted amount for 24-25) to Clerk, RFO, Chair and Chair of WRL for further investigations noting high levels of damp reported in survey undertaken for 12 New Road. Clarity was sought from member of the level of information received in the structural survey, Clerk confirmed the advice was to engage a specialist and this delegation would allow for investigative work to take place. Cllr Davies noted the need for Council to decide the future of this asset as will deteriorate if left. Proposed Cllr Carrington seconded Cllr Moore all in favour, approved</p>	
114.10	<p>Review of Connection Bus report detailing Connections Bus services in other Parishes produced by Cllr Payne provided to all (appendix 11). To agree delegation to the Youth Provision Working Group to review and form recommendation for consideration at the June meeting. Cllr Payne noted further scrutiny is required but he noted Parish Council funding of non-residents for courses without General Power Competence is not permitted. Cllr Smith noted the information and budget provided by Connections has enabled the Parish Council to review the youth provision in more detail than ever before. Cllr Payne noted the data within the report was not provided by Connections Bus. Cllr Wilbraham declared a non-pecuniary interest but expressed concern of her position reviewing the documentation. Clerk advised of options available including a dispensation for</p>	

	the objectives of the working group to be achieved and would advise Cllr Wilbraham further.	
23/115	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>All agreed to delegate to Chair and Clerk to draft and post</p>	
23/116	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 20th May 2024</p>	
	<p>Meeting closed: 9:27pm</p> <p>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: HI Hub and Working Group Recommendation Appendix 8: Histon & Impington Town Charity Appendix 9: Draft Community Engagement Policy Appendix 10: Purchase of safety signs for the Recreation Ground Appendix 11: Review of Connection Bus</p>	

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