

Date: 1st May 2024

Local Government Act 1972

NOTICE OF ANNUAL PARISH MEETINGS

For HISTON and IMPINGTON

AGENDA - ALL WELCOME

For the meetings to be held concurrently
Commencing 7.00pm, Monday 13th May 2024
Community Room, Histon & Impington Recreation Ground

Convened by: Yvonne Murray, Chair, Histon & Impington Parish Council

YJ Murray

- 1 Welcome and Introduction by the Chairman
- 2 Apologies for Absence
- 3 Presentation of:
 - a) Minutes of 128th Annual Parish Meeting for Histon (held Tuesday 9th May 2023).
 - b) Minutes of 128th Annual Parish Meeting for Impington (held Tuesday 9th May 2023) – both for signature by Chairman
- 4 Presentation of the Chairman's Annual Report on Parish Council activities to 31st March 2024
- 5 Presentation of Parish Council's Accounts 2023-24 – *figures quoted are provisional, and subject to audit*
- 6 Guest Speakers from:
 - Parish Council Committee Chairs: Cllr McKeown (Highways Drainage & Formal Spaces; Cllr Hobbs (Wellbeing Recreation & Leisure), Cllr Smith (Nature & Biodiversity), Cllr Jocelyn (Planning & Development Consultation), Cllr Stonham (Finance Governance & Legal), Cllr Murray (Employment & Transformation)
 - Recreation Development Group
- 7 Open Forum

Any accompanying papers can be requested from the Parish Office in advance of the meeting by email

HISTON ANNUAL PARISH MEETING

Minutes of meeting held Tuesday 9th May 2023, Community Room, Recreation Ground

Present: Denis Payne (Chairman)

Note takers: Chelsea O'Brien; Theresa King

Histon Residents: 11

Impington Residents: 8

Non Electors: 4

1 **WELCOME & INTRODUCTION BY CHAIRMAN**

The Parish meetings were held concurrently. Denis Payne, Chairman of Histon & Impington Parish Council welcomed all to the 128th Annual Parish Meeting of Histon Parish

2 **APOLOGIES FOR ABSENCE**

Three Histon residents and one Impington resident presented apologies for the meeting

3 **MINUTES OF THE 127th ANNUAL PARISH MEETING HELD ON MONDAY 9th May 2022**

Omission in minutes to point 4, to include former Councillor Pene Nudds, Chair signed the minutes as an accurate record of the meeting

4 **CHAIRMANS ANNUAL REPORT**

Chairman verbally reported on:

- Elections 2022 and first Impington Poll since 1987
- Restructuring of Committees
- Changes in communication and engagement with the community, including a record of over 500 responses to a village consultation
- Established working relationship with HI Hub to expand communication
- Parish Council support to Histon & Impington Green Spaces
- Queen's Platinum Jubilee events hosted by Friends of Histon & Impington Community
- Making history by announcing the accession of King Charles III on The Green
- Closing thank you to Councillors including District and County level, staff team, HI Hub and the village Facebook groups
- Denis confirmed this would be his last Parish meeting as Chair as he will be standing down from the position at the AGM 15th May 2023, but will remain as a Councillor for the remaining 3 years of his term

A full copy of the Chairmans report can be downloaded from www.hisimp-pc.gov.uk or is available from the Parish Office.

5 **PRESENTATION OF PARISH COUNCIL ACCOUNTS 2022-23**

Paper provided to all showing interim end of year accounts. Full report is available to download from www.hisimp-pc.gov.uk or available from the Parish Office. A supporting item will also be published in the June edition of the Hisimp News.

6 **Guest Speakers:**

Vernon Dudley, Neil Davies – Friends of Histon & Impington Community

Vernon, Chair of Friends of Histon & Impington Community, shared with all how the charity was formed, merging Histon & Impington Community and Friends of Histon & Impington Recreation in January 2020 to improve the general wellbeing of residents. The Charity consists of 12 volunteer trustees and a Charity Manager.

Neil, Charity Manager outlined:

- Dedicated Wellbeing Team consisting of seven part time roles: Mental Wellbeing Worker, Dementia Worker, Older Peoples Worker, Holiday at Home and Day Centre Coordinator, Community Play Therapist, Parental Wellbeing Worker, End of Life Support including bereavement group
- Covers a variety of sporting activities aimed at all ages and abilities, including: walking football, walking rugby, table tennis, Pilates, Tai Chi, Active Start and Multi Skills club aimed at pre school and reception to year 2
- Suite of support available and current high levels of needs due to NHS pressures is likely to result in further fundraising requirements and request to Parish Council and other grant bodies
- Success of Holiday at Home scheme with 150 members, bi-monthly activities, and planned trip to Hunstanton
- Mental Wellbeing Champion working closely with Impington Village College and notes aspirations to expand to outside of school environment
- Working closely with SCDC in order to lease with Kay Hitch Way Community Room for activities, with facilities still being available to residents
- Positive experience with integrated care system is resulting in more referrals from GPs for services and closer links with Firs House
- Current running of £55k per year and under pressure in terms of workers only being part-time
- Aspirations to increase funding to develop the Charity further, noting the Parish Council funds 100% of the Youth Provision

Sarah Thompson, Service Manager – Age UK

Outlined the role of the Village Warden and the need to continue to support this community role

- 20 Wardens within the scheme, Histon & Impington is the third oldest
- 22/23 was a difficult year, long term impact of COVID and cost of living crisis resulted in high levels of anxiety, reduced mobility and lack of confidence
- Warden scheme includes: access to local information, daily phone calls, two visits a week but this can be adjusted to meet individual needs, shopping, prescription pick up, bereavement support, hot meal delivery, special requests (including fish and chip deliveries)
- Christmas presents donated by Histon & Impington Town Charity
- Links to the Older Peoples Worker and regular communication
- Offers a light touch support but with pressures within the NHS more pressure has been recently noted
- 19 people currently signed up, there is capacity so referrals are welcome
- Since Firs House have moved to an online service for appointments, a spike in support required has been noted with more of the Warden's time being spent on the phone
- Initial 2 weeks are free, then £10 per week for an individual, £12 per week for a couple
- Thank you to Parish Council for continued support

Question: Does the Firs House have a Public Participation Group, they are a useful resource to troubleshoot issues. Denis Payne confirmed they do and that he is an active member and is happy to help feed back information

Max Parish, Chair – Histon & Impington Town Charity

Max presented the work of Histon & Impington Town Charity on a slideshow, detailing:

- Formerly Histon Poor's Land Charity, with a remit to support "the settled resident poor" with a preference to Widows and those having large families born in Histon (not Impington)
- Dating back to 1649, slides detailed the history of land ownership
- Consolidation of the land in 1806 to what we now know as Cottenham Road Allotments totally 3.67 acres
- At one time there were 80 people receiving the gift of coal from the Charity, this included labouring cottage holders with a preference where there had been illness or large families in poverty. Widows always received the full allowance.

- Coal became difficult to obtain during the war years, the annual gift of coal was changed to money, recipients were then limited to Widows born in Histon
- Gift of over £30k was left to the Charity in a will
- 2004 a request was made to the Charity Commission to change the remit to “The relief of persons resident in the area of benefit who are in need, hardship or distress”
- Trustees changed to two appointed by Histon Parish Council, 1 appointed by Impington Parish Council, two appointed by Histon Parochial Church and one appointed by Impington Parochial Church
- 2022 income was £5,089, funds held £99,800
- Trustees are responsible for: Managing the land currently used for allotment, investments, distributing income, running a Charity. All done for free for the community
- Max noting the importance of the role of the Parish Council, urged them to nominate Trustees to ensure the objectives of the Charity can continue to be met

Question: How much income does the Charity received from the allotments annually and is there a demand for plots?

£1,700 per annum, rents were increased due to the installation of the water supply on the site. There is a demand for plots, Charity is considering reducing plot sizes as large plots are challenging for beginners

Chair thanked all our guest speakers

7 OPEN FORUM

Chair outlined questions raised from last years meeting and how the Parish Council has addressed the concerns over the last year

- High general reserve closing balance 21-22 - addressed by not increasing the precept for 22-23 and 23-24, Parish Council will be using reserves to fund projects and increases in running costs
- Park Primary – working closely with County Council to look at options to install double yellow lines
- 20mph – Parish Council organised a consultation with over 500 responses received and have supported two applications for 20mph in the villages to County Council
- High Street – double yellow lines installed following a consultation with residents and nearby businesses
- Civil Parking enforcement expected 2024 – South Cambs District Council project
- Pat Fleet Memorial – location has been identified for a bench and work is progressing
- Public Art – Parish Council would encourage residents to get in touch with ideas, sculpture trail was promoted during lockdown, there is also a Public Art trail with 25 pieces of public art within the villages
- Cambs Archive – are looking for records of the Jubilee, Accession etc. Anything you may feel of interest please either drop off at the Parish Office or email to clerk@hisimp-pc.gov.uk
- Community Parking Warden will have difficulty enforcing when lining needs refreshing, Chair confirmed review is underway of all parking constraints to ensure role will be a success when implemented in 2024. Work at County level has already begun

There being no further matters raised, meeting was closed at 8.31 pm

IMPINGTON ANNUAL PARISH MEETING

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Present: Denis Payne (Chairman)

Note takers: Chelsea O'Brien; Theresa King

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Histon & Impington Parish Council

Chair's report to 31st March 2024

Last year and the year before, your previous Chair, Denis Payne, began his report for the Histon and Impington Annual Parish Meetings with the lines “We are in a vastly different place to a year ago” – and I really want to say the same again! The Council has changed a lot over the last year, and I feel the change in the last year has been even more startling, not just because I have been sitting in a different chair when I attend the Full Council Meetings.

For, I hope, the many of you who have stayed awake long enough to read my long article ‘The day-to-day life of the Parish Council’, I will not concentrate my report on what Council has been doing but instead highlight the potential for change going forward, both for the Council and for all of you as members of Histon and Impington Community.

My insight and perspective as to the increasing scope and role that a Parish Council can play in supporting its residents and community is something I did not expect to find when I joined Histon & Impington Parish Council (HIPC) in April 2019. The scope that HIPC is increasingly responsible for is greater than I ever expected, and it is also the reason I have used the same line as Denis to begin my report this year. The role of a Parish Council appears to be evolving at an increasingly fast pace and bringing new challenges every day to our Staff team and our Councillors. I have often said I find the role of the Parish Council in our own backyard of Histon and Impington one of the most exciting, challenging and, in some respects, absolutely ridiculous roles that I have come across. My previous role in the city working with my very favourite topic of data never seemed as challenging as the role of Councillor or the role of Parish Clerk which I have taken on in neighbouring Girton.

This year I have watched in awe as:

1. Our Staff team take on significant challenges as a result of increasingly demanding projects and possibilities; last year, after a difficult but important discussion where I was presented with the text ‘Stop spending’ by my Clerk and RFO, I realised the strength of the Parish Council Office Team who are increasingly considering strategic methods of operations to support our ambitious and proactive Councillors.
2. Our young, vibrant council (well, relatively!) with an amazing beginners’ mind try to cut through the impossibilities of change, the impossibilities of tough topics such as Pump Tracks, wide-ranging tree works, Recreation development and anti-social behaviour.
3. Both the above teams work together to improve consistency of policy and procedure to support those demanding projects both in terms of scope and funding required.
4. An increasing number of professional, committed organisations and businesses in our villages work to raise the bar to ensure they are sustainable and fit for purpose, to service Histon and Impington for the future in services which may have historically been the responsibility of other much larger organisations, including Wellbeing, Recreation, Nature & Biodiversity and Communication.

This ambitious change brings challenges and often frustrations that groups need to work through together to create order, understanding and trust. Having worked through these changing times, this creates greater resilience for organisations with a passion for supporting their communities.

Any community that is courageous enough to step up and to step out of its current state, its current comfort zone and aim for better, has my vote. This is the type of community I would like to see for my family, for my friends, and for my neighbours and this is the type of community that my family, friends and neighbours provide for me every day.

This leads me to what I believe is the most important change I see on Council; certainly, it is my very favourite, heart-felt change. I believe I see a Council that has worked through the 'forming' and 'storming' that always occurs, and is now a council that is 'norming', working together to better understand the challenges of our community organisations and residents. A Council that I have seen work through many difficult conversations. remaining resilient in order to reach the best solution that can be achieved at the time. A Council driven by Staff and Councillors that have a focus on achieving the best for our village even though some of the conversations and debate can be tough for them personally. A Council and community that I believe are working through the difference in their perspectives to deliver better outcomes for our Villages.

I would like to finalise my report in Thanking everyone on this Council and in this Community for all the support you have given me as first, a 'rookie' Vice Chair and, for the last year, a 'rookie' Chair of your Council. It has been one of the best and most painful things I have ever done!

As per my article in HI Hub Highlights. 'Thank you 'Team Histon & Impington.' Let us do better together.'

Yvonne Murray

Histon & Impington Parish Council Chair

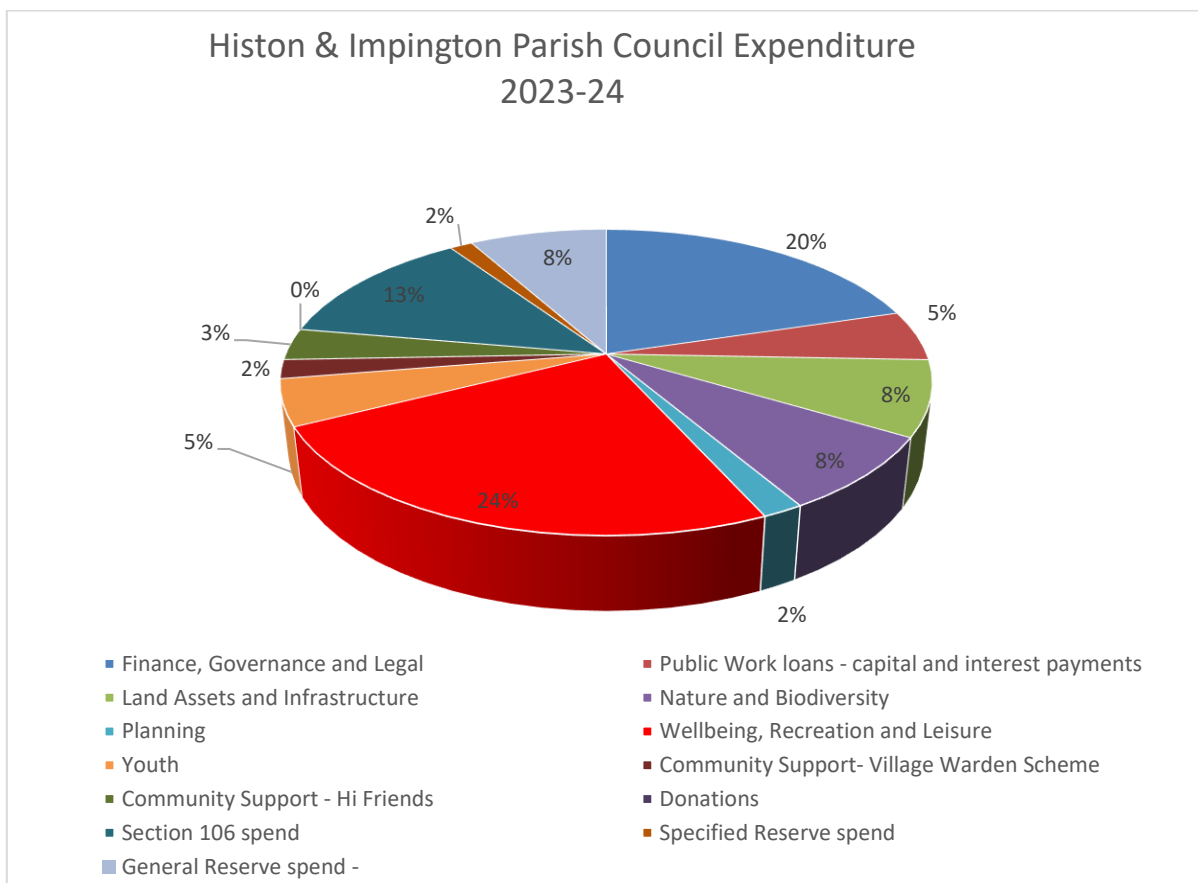
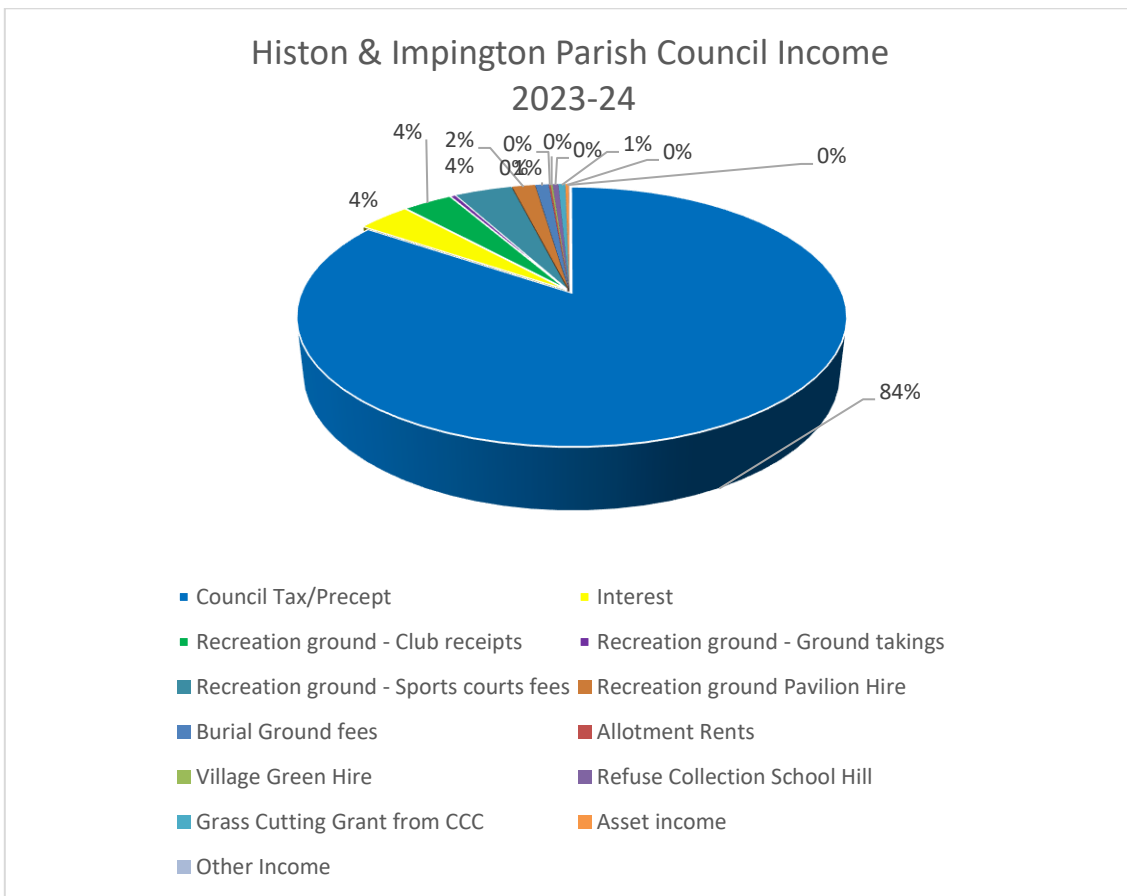
ANNUAL PARISH MEETING 13th May 2024

END OF YEAR ACCOUNTS 2023-24 – Figures are provisional and subject to audit

Expenditure		Income	
Finance, Governance and Legal	106,473	Council Tax/Precept	411,744
Public Work loans - capital and interest payments	27,917	Interest	18,138
Highways, Drainage and Formal Spaces	41,731	Recreation Ground - Club receipts	16,941
Nature and Biodiversity	41,756	Recreation Ground - Ground takings	1,881
Planning	9,118	Recreation Ground - Sports courts fees	19,647
Wellbeing, Recreation and Leisure	127,312	Recreation Ground - Pavilion Hire	7,878
Youth	25,575	Burial Ground fees	4,565
Community Support- Village Warden Scheme	10,500	Allotment Rents	651
Community Support - Hi Friends Older Person Worker, Dementia Support, Wellbeing Team	17,500	Village Green Hire	600
Donations - Royal British Legion £100	100	Refuse Collection School Hill	1,950
Section 106 spend – see itemised list at 1 below.	67,048	Grass Cutting Grant from CCC	2,351
Earmarked Reserves spend - Brook Improvements £1,579.19; Machinery Replacement for Recreation ground £5,506.80	7,086	Asset income	1,192
General Reserve spend - see itemised list at 2 below.	42,578	Other income: Insurance repayment £90.15, Overpayment on insurance £50.00	140
TOTAL EXPENDITURE	<u>524,695</u>	TOTAL INCOME	<u>487,679</u>
		Surplus/Deficit for year	-37,016
Closing balance 2022-2023	967,600	Balance Carried forward as of 31.03.23	930,585

- Section 106 spend:** Abbeyfields £1,218; Tennis Court additional netting £661.23; Replacement of safety surfaces at Recreation Ground Play area £11,434; Purchase of benches for School Hill £2,056.00; Redevelopment of School Hill £10,611.65; Annual rent for Infant School Field £1,000; Purchase of containers for community item storage £3,275.00; Repairs to play areas at the Recreation Ground and The Green £23,935.00; Heating and Air conditioning in Community Room and Parish offices £11,763.00; Deposit for hard court resurfacing £1,094.42.
- General Reserve Spend.** Coronation Event expenses £100.98; Signs for road closures £1,249.95; Purchase of second hand MVAS sign £2,010.52; Remainder of Fee for HR Retainer services £984.00; EcoFest Contribution £362.45; Security Guard at Recreation Ground £1,680.00; Purchase of container for storage, locks and racking £3,773.00; Histon Library Reading Challenge Contribution £250.00; Hllights magazine Start up contribution £6,453.50; Clearance work at Burial ground £2,800.00; Tree Officer Consultancy £5,670.00; Recreation Ground Development Group surveys for Masterplan creation £1,491.25; Removal of grass grid at Village Green and making good £1, 392.00; New CCTV camera and work on compound security £1,200;

Professional services to develop a Masterplan for the Recreation Ground £6,720.00; Camtrust Contribution to support Work Experience program £2,000; Maintenance of Bowls Green as part of programme for year £180.00; Clearance work at Gatehouse Road allotments £4,021.00.



Public Works Loans: The Parish Council services a series of loans taken out to fund the development at the Recreation Ground from 2005. These loans will be fully paid off in 2030 if the Council does not take out any more loans or merge all the loans together. The payments this year for all loans amounted to £27,917.

Section 106 funds: There are sums of £157,678.83 in various Section 106 funds, which is funding provided by developers which must be spent on specific projects within a 10-year time frame on various community focused areas. We have used these funds for several projects this year, with advice on the suitability of the fund being used obtained from South Cambs District Council.

Earmarked Reserves and General Reserve spend: Earmarked reserves are funds that have been set aside for a specific purpose, such as improvements at the Burial Ground or replacement of play equipment, and these are topped up when needed so that funds are ready for use when the need arises. Where a project or works have not been allocated a budget or reserve, the General Reserve is used to fund the item.

The Finance, Governance and Legal Committee rationalised the earmarked reserves during this financial year, transferring £35,528.47 of earmarked reserves back into general reserves, and introducing a new Reserves Policy to specify how any future reserves should be created. The General Reserve Fund was £498,680.88 at the end of the financial year. The advice from Auditors is to maintain a general reserves fund of at least 50% of annual precept, which for 23-24 would be £205,872.00.

The precept for 2024/25 for Histon and Impington is for £435,828.48 and has increased by 5%. Our expenses budget for 24/25 largely matches the amount requested for precept. The Council's plans for capital projects will need to be partially funded from the General Reserve Fund, and the Finance, Governance and Legal committee will monitor any requests for capital spend in the coming year.

Our main sources of income are from the Parish Precept (the parish part of the Council Tax bill provided by South Cambs District Council), facilities charges including the Recreation Ground, Sport Club fees, Burial Ground fees, allotment fees, and grants. We are keen to obtain more grant funding where available, and are lucky to be the recipients of a donation from the Friends of H&I Community, who run a variety of community events and fundraisers in the village, as well as an ever growing choice of classes in our Community Room such as the Stroke Recoverers Group and Chair Based Activity Class, Table Tennis, Tai Chi classes, Memory & Co-Ordination Group and Dance & Fitness Class. The Council itself financially supports Youth services and the Age UK Village Warden Scheme.

The Parish Council employed 5 members of staff in this financial year:

Full Time:

Clerk/Executive Officer:	Mrs Chelsea O'Brien
Head Groundsman:	Mr Steve Campin (retired January 2024)
Head Parish Ranger:	Mr Trevor Smith

Part Time:

RFO:	Mrs Theresa King
Assistant Clerk:	Miss Amelia Luck