

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 20<sup>th</sup> May 2024**

## Annual Meeting Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> Yvonne Murray (opened the meeting as Chair), Jospeh Adam, Aga Cahn, Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, Owen Leonard, Tom McKeown, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham</p> <p><b>Dist Cllrs:</b> Martin Cahn, Sunita Hansraj (in part)</p> <p><b>Cty Cllrs:</b> Ros Hathorn (in part)</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King</p> <p><b>Member of Public:</b> 0 members of public</p>	
<b>24/001</b>	<p><b>ELECTION OF COUNCIL CHAIR</b></p> <p>Cllr Payne proposed Cllr Murray as Chair, seconded Cllr Davey. No further nominations received; vote was taken. By show of hands all in favour to elect Cllr Murray as Chair. <b>Motion carried</b></p> <p>Cllr Murray signed the Declaration of Office and took the position of Chair.</p> <p><b>ELECTION OF COUNCIL VICE CHAIR</b></p> <p>Cllr Davies proposed Cllr Stonham, seconded Cllr Wilbraham. No further nominations received; vote was taken. By show of hands all in favour to elect Cllr Stonham as Vice Chair. <b>Motion Carried</b></p> <p><b>REGISTER OF INTERST FORMS</b></p> <p>Councillors received paper copies of their register of interest forms. These are to be reviewed individually and returned to the office.</p>	
<b>24/002</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies from Cllr Legge (personal) and Allen (personal). District Councillor Hansraj advised of apologies for District Councillor Heylings</p>	
<b>24/003</b>	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>None declared</p>	
<b>24/004</b>	<p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Upcoming dates shared on events page of <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a> detailed under agenda item 24/009 and calendar invites emailed to all. Annual Calendar of meetings presented at item 24/014 for approval.</p>	
<b>23/005</b>	<p><b>PUBLIC PARTICIPATION</b></p> <p>No public present</p>	
<b>24/006</b> <b>006.1</b>	<p><b><u>TO APPROVE minutes of the meeting held 18<sup>th</sup> March 2024</u></b></p> <p>Cllr Smith noted the email she thought had been sent to the Clerk containing suggested amendments to minutes had not been sent. Clerk suggested item was deferred to next agenda to allow for consideration of comments. All in favour, <b>approved</b></p>	
<b>24/007</b> <b>007.1</b>	<p><b><u>To note minutes of the Annual Parish Meetings held Monday 13<sup>th</sup> May 2024</u></b></p> <p>APM minutes provided to all and noted</p>	

<p>24/008</p> <p>008.1</p>	<p><b><u>MATTERS ARISING</u></b></p> <p>Actions List provided to all and noted (<b>Appendix 1</b>)  <b>Youth Working Group</b> – Cllr Payne queried if the working group had met and noted the commitment at the March Full Council to review the recommendation presented and report back to the June meeting. Cllr Wilbraham, Chair of the working group confirmed the first meeting of the working group was held 14<sup>th</sup> May with a focus on drafting the Terms of Reference. Noting and accepting the offer of support from Cllr Payne, the review was scheduled for report to July Full Council. Action noted for the Clerk to advise Connections Bus of the Working Group and to introduce to Cllr Wilbraham</p> <p><b>Drafting of Website Post</b> Cllr Payne noted the previous three posts delegated to the Chair and Clerk have not been posted. Chair noted the omission and highlighted as a priority.</p>	<p>July Full Council</p> <p>Clerk</p>
<p>24/009</p> <p>009.1</p> <p>009.2</p> <p>009.3</p> <p>009.4</p> <p>009.5</p> <p>009.6</p>	<p><b>TO ACCEPT COMMITTEE REPORTS</b></p> <p><b>Planning &amp; Development Consultation Committee</b> draft minutes 2<sup>nd</sup> April, 8<sup>th</sup> April, 23<sup>rd</sup> April, 14<sup>th</sup> May provided to all and accepted. Next meeting due 4<sup>th</sup> June to elect Committee Chair</p> <p><b>Finance, Governance and Legal Committee</b> draft minutes 7<sup>th</sup> May to follow, next meeting due Monday 3<sup>rd</sup> June to elect Committee Chair</p> <p><b>Dates of upcoming Committee meetings:</b>  <b>Highways Drainage and Formal Spaces</b> next meeting due Monday 3<sup>rd</sup> June to elect Committee Chair</p> <p><b>Wellbeing, Recreation and Leisure Committee</b> next meeting due Monday 3<sup>rd</sup> June to elect Committee Chair</p> <p><b>Nature &amp; Biodiversity Committee</b> next meeting due Monday 3<sup>rd</sup> June to elect Committee Chair</p> <p><b>Employment &amp; Development Committee</b> next meeting due Monday 3<sup>rd</sup> June to elect Committee Chair</p>	
<p>24/010</p> <p>010.1</p> <p>010.2</p>	<p><b>TO REVIEW AND ACCEPT</b></p> <p><b>Delegation arrangements to committees, sub committees, staff and other local authorities:</b> Copy provided to all for review (<b>Appendix 2</b>). Proposed Cllr Stonham, seconded Cllr Payne all in favour, <b>approved</b>.</p> <p><b>Terms of Reference for Committees:</b> Copy provided to all (<b>Appendix 3</b>) to be reviewed and accepted at relevant Committee meetings. Proposed Cllr Stonham, seconded Cllr Davies all in favour, <b>approved</b></p>	<p>Review Required</p>
<p>24/011</p>	<p><b>TO CONFIRM APPOINTMENT</b></p> <p><b>Proper Officer</b> –Mrs C M O'Brien  <b>Responsible Financial Officer</b> – Mrs T King  <b>Internal Auditor</b> – Heelis and Lodge – Heather Heelis</p> <p>Three items taken to vote collectively, proposed Cllr Payne, seconded Cllr Stonham, all in favour, <b>approved</b>.</p>	
<p>23/012</p>	<p><b>TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED EXISTING COMMITTEES</b></p> <p><b>Employment and Development</b> 5+2 ex officio –. Membership: Cllr Legge, Cllr Smith, Cllr Hobbs, Cllr Stonham, Cllr Murray. 2 vacancies</p> <p><b>Nature and Biodiversity</b> 6+2 ex officio – Membership: Cllr McKeown, Cllr Adam, Cllr Smith, Cllr Stonham, Cllr Murray. 3 vacancies</p>	

	<p><b>Finance, Governance and Legal</b> 6+2 ex officio – Membership: Cllr Davies, Cllr Legge, Cllr Leonard, Cllr Payne, Cllr Smith, Cllr Stonham, Cllr Murray. 1 vacancy</p> <p><b>Highways, Drainage and Formal Spaces</b> 6+2 ex officio – Membership: Cllr Jocelyn, Cllr Adam, Cllr McKeown, Cllr Moore, Cllr Leonard, Cllr Stonham, Cllr Murray. 1 vacancy</p> <p><b>Planning and Development Consultation</b> 8+ 2 ex officio - Membership: Cllr Cahn, Cllr Leonard, Cllr Allen, Cllr Davey, Cllr Jocelyn, Cllr Payne, Cllr Crockford, Cllr Carrington, Cllr Stonham, Cllr Murray.</p> <p><b>Wellbeing, Recreation and Leisure</b> 8+2 ex officio – Membership: Cllr Wilbraham, Cllr Uttridge, Cllr Allen, Cllr Davies, Cllr Hobbs, Cllr Carrington, Cllr Stonham, Cllr Murray. 2 vacancies</p> <p>To receive nominations for Officers:  <b>Allotment-</b> Cllr Moore  <b>Rural Footpaths-</b> Cllr Moore  <b>Playground and open space Inspector-</b> Cllr McKeown and Head Parish Ranger  <b>Tree Warden-</b> D Fisher (contracted until September 2024)  <b>County Council Highways Co-Ordinator-</b> vacant  <b>Youth Liaison</b> – Cllr Wilbraham</p> <p>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task &amp; Finish Groups as required. Convener in bold.  <b>Youth Shelter Task &amp; Finish</b> – agreed to amalgamate into Youth Provision Working Group  <b>Cambridge Science Park North (CSPN) - Cllr Payne,</b> Cllr Moore, Cllr Stonham, Cllr Hobbs, Cllr Allen, Cllr Murray, Cllr McKeown, Cllr Davies, Cllr Carrington  <b>Recreation Development Group – Cllr Davies,</b> Cllr Hobbs, Cllr Stonham, Cllr Uttridge, Cllr Murray + Club representatives  <b>Gate Access System – agreed</b> to be included within the Wellbeing Recreation and Leisure Committee  <b>Neighbourhood Plan Review – Cllr Murray,</b> Cllr Smith, Cllr Stonham, Cllr McKeown, <b>Cllr Jocelyn,</b> Cllr Hobbs + 6 residents  <b>Security Improvements – agreed</b> to transfer to Wellbeing Recreation and Leisure Committee  <b>Youth Provision Working Party – Cllr Wilbraham,</b> Cllr Hobbs, Cllr Murray, Cllr McKeown, Cllr Davies, Cllr Allen, Cllr Payne  <b>Financial Request Review Working Group – Cllr Murray,</b> Cllr Smith, Cllr Crockford, Cllr Stonham, Cllr Davies, Cllr Payne</p>	
<p><b>24/013</b></p> <p><b>013.1</b></p> <p><b>013.2</b></p> <p><b>013.3</b></p> <p><b>013.4</b></p> <p><b>013.5</b></p> <p><b>013.6</b></p>	<p><b>TO REVIEW AND ACCEPT</b></p> <p><b>Standing Orders and Financial Regulations (Appendix 4)</b> – Clerk informed all of the release of new Financial Regulations but advised Council to adopt the current version to allow for a review to take place. Proposed Cllr Crockford, seconded Cllr Stonham, all in favour and <b>agreed</b>.</p> <p><b>Arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses</b></p> <p><b>Representation on or work with external bodies:</b>  <b>Histon &amp; Impington Town Charity:</b> Max Parish, Brian Ing, Marian Cleaver and Cllr Moore an observer  <b>IVC Liaison:</b> Cllr Carrington  <b>HI Hub:</b> Cllr Tom McKeown  <b>Community Land Trust:</b> Cllr Moore, Cllr Cahn  <b>Youth Liaison:</b> Cllr Wilbraham  <b>Age UK:</b> Cllr Payne, Cllr Murray, Max Parish, Marian Cleaver  <b>Histon &amp; Impington Green Spaces Observer:</b> Cllr Smith</p> <p><b>Inventory of land and other assets including buildings and office equipment</b></p> <p><b>Arrangements for insurance cover in respect of all insurable risks</b></p> <p><b>Council’s and/or staff subscriptions to other bodies</b></p>	

<p>013.7 013.8 013.9 013.10 013.11</p>	<p><b>Council's complaints procedure</b> <b>Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b> <b>Council's policy for dealing with the press/media</b> <b>Council's employment policies and procedures</b> <b>Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</b></p> <p>Papers provided to all (<b>Appendix 5</b>) for review and recommendation. Chair went through each item but vote was taken collectively at the end of the item. Cllr Payne requested a review of the inventory of streetlights in relation to lit car park area in St Andrew's Way. Clerk confirmed any reference to gender within any Council documentation and policies will be removed. Proposed Cllr Stonham, seconded Cllr Payne, all in favour and <b>agreed</b></p>	<p>Clerk</p>
<p>24/014  014.1</p>	<p><b>To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council; to determine scheduled dates for Committees up to the next annual meeting</b></p> <p>Annual Calendar provided to all (<b>Appendix 6</b>). Cllr Carrington raised the idea of Council holding workshops in place of Full Council and Committee meetings to allow for a less formal open discussion. Cllr Payne noted Council now meets 9 times a year, more weight is needed to the idea. RFO noted the financial risk of the monthly finance report not being presented and approved at a meeting. Cllr Payne indicated his support to assist Cllr Carrington. Cllr Smith supported the ideas but noted the impact of longer breaks between formal meetings and decision making.</p> <p>Cllrs Payne, Carrington, Smith, Crockford, Stonham and Murray volunteered to review the proposal further and report back to Council. Proposed Cllr Stonham, seconded Cllr Payne all in favour and <b>approved</b></p>	
<p>23/015  015.1  015.2</p>	<p><b>TO RECEIVE REPORTS</b></p> <p><b>Annual report from Histon &amp; Impington Parish Council, (Appendix 7)</b> including Chair's Annual Report and Finance Report as presented at the Annual Parish Meetings provided to all and accepted. Copies are available from the Office and final version will be uploaded to <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a>. Reports required from Employment and Development and Wellbeing Recreation &amp; Leisure to be added once complete</p> <p><b>Annual and/or monthly reports from County and District Councillors.</b> Annual County Councillor report provided to all and accepted. Cty Cllr Hathorn congratulated Cllr Murray being elected as Chair. Thanks expressed to resident Highways Co-Ordinator Mr C Foster, if anyone is interested in the role Cty Cllr Hathorn was happy to advise.</p> <p><b>New Road</b> residents have been reporting high levels of parking on New Road for events at the IVC Sports Centre and Recreation Ground. Cty Cllr Hathorn urged the Council to engage and keep residents of New Road informed of any development plans and encouraged partnership working</p> <p><b>Waterbeach Busway Consultation</b> now open</p> <p><b>LHI Panel</b> strong presentation from Cllr McKeown. Cty Cllr Hathorn noted the pattern of applications from villages on the outskirts of Cambridge, all under pressure to improve road safety. A meeting is being planned with senior officers of Greater Cambridge Partnership and County Council to review further</p> <p><b>Holiday Inn</b> motorcycles and noise complaints. Conversations are being had, the best course of action is for residents to call the Police when motorcycles are present. If the Police attend twice, they then have the authority to confiscate the motorbikes. Cty Cllr Hathorn pushing for a meeting with The Mayor and Police &amp; Crime Commissioner, no success to date</p> <p><b>Gulleys</b> Cty Cllr Hathorn has made progress and now has a list of blocked gulleys requiring clearing, help from residents to cross reference gulleys welcomed</p> <p><b>Stagecoach</b> meeting being arranged in the Community Room, invitation open to all Cllr Payne questioned the costs of children in care, published at £100,000 - £500,000. Cty Cllr Hathorn noted the multi-layer complex requirements for certain cases</p> <p><b>Monthly District Report</b> provided to all and accepted. Dist Cllr Cahn highlighted: <b>Grants</b> opportunity for up to £500 grant for projects associated with growing food</p>	

015.3	<p><b>Local Plan</b> Dist Cllr Cahn reported a great deal of uncertainty, new development company has been established (Homes England) and local authority participation is promised</p> <p><b>Planning Finalist in the Planning Awards 2024</b> GCP has been shortlisted in Planning Awards 2024 Local Authority Planning of the Year competition. Cllr Payne noted published data, highlighting alternative measures indicating a less than satisfactory performance of the Planning Team. Dist Cllr Cahn noted two measurements were used, one was considered an unsatisfactory measure.</p> <p><b>Clerk's Report</b> provided to all and accepted (<b>Appendix 8</b>). Cllr Carrington urged the Council to consider tablets or paperless meetings noting the high volume of paper and staff time in producing the agenda pack for the Annual Meeting. Cllr Davey noted double sided printing is now the standard.</p> <p>Following discussion, it was <b>agreed</b> only paper copies of the agenda would be provided as standard and full agenda packs for those who requested them. Four Councillors opted to receive a paper pack.</p>	
<p>24/016</p> <p>016.1</p> <p>016.2</p> <p>016.3</p> <p>016.4</p> <p>016.5</p> <p>016.6</p>	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 9)</b></p> <p>To <b>review and approve</b> two payments to CAPALC (included on Finance Report):</p> <ul style="list-style-type: none"> <li>- Affiliation Fees 24-25 including Data Protection Officer - £1307.15</li> <li>- Assistant Clerk Certificate in Local Council Administration (CILCA) training - £400</li> </ul> <p>To <b>review and approve emergency expenditure</b> to repair table tennis base at Recreation Ground using Parish Council approved contractor £798.80 ex VAT.</p> <p>Proposed Cllr Payne seconded Cllr Davies all in favour <b>approved</b></p> <p>Cllrs Payne, Davies and Stonham all declared a pecuniary interest and took no part in the discussion or vote.</p> <p><b>To note</b> payment of accounts under delegated approval, noted</p> <p><b>To approve</b> payment of outstanding accounts due. RFO verbally informed all of two additional payments to the value of £70.86 + VAT for sanitary supplies and £112.08 + VAT for line marker. Proposed Cllr Crockford, seconded Cllr Uttridge, all in favour and approved. Cllr Hobbs abstained.</p> <p><b>To report</b> on amounts paid in and other correspondence, noted</p> <p><b>To note completion of Risk Assessment Review April 2024</b>, noted. Recreation Ground site wide risk assessment to be shared with Cllr Hobbs</p> <p><b>To approve</b> continuation of Direct Debits for 2024-25 (<b>Appendix 10</b>). Proposed Cllr Payne seconded Cllr Davies all in favour, <b>approved</b></p>	Clerk
<p>24/017</p> <p>017.1</p>	<p><b>RECENT CORRESPONDENCE</b></p> <p>None received</p>	
<p>24/018</p> <p>018.1</p> <p>018.2</p>	<p><b>OTHER MATTERS</b></p> <p><b>Resolution: To Reconfirm Use of General Power of Competence:</b> Agreeing that Council has the required electoral mandate (2/3 of the total number of members elected) and that the Clerk holds the Certificate in Local Council Administration, passed in October 2014. Proposed Cllr Davies, seconded Cllr Hobbs, all in favour, <b>approved</b>.</p> <p><b>Histon &amp; Impington Feast Market 6<sup>th</sup> July 2024</b> invitation to book a stall received. Recommendation from Office is to trial Councillors being freely available for questions by visiting stall holders and residents rather than being restricted to a stall. Councillors felt a stall was a focus and easily identified by residents, displays encouraged interaction. Clerk noted the need for content ideas as soon as possible from Committees, Cllrs Hobbs, Wilbraham, Crockford and Murray to set up and operate stalls noting no staff are available this year. Proposed Cllr Hobbs, seconded Cllr Crockford, all in favour, <b>approved</b>.</p>	

24/019	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p>Chair, Cllr Murray working with the Clerk to draft website article</p> <p><b>Next Agenda:</b> To accept Annual Governance and Accountability Return; Internal Audit Report, Budget/Timetable Hisimp News/Information Officer</p>	
24/020	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Monday 17<sup>th</sup> June 2024</p>	
	<p><b>Meeting closed: 9:01pm</b></p> <p>All papers included within agenda pack, available from the Parish Office or <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a></p>	

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