

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 17<sup>th</sup> June 2024**

5 Appendices attached

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> Yvonne Murray (Chair), Sarah Allen, Jennifer Crockford, Neil Davies, Christopher Hobbs, Simon Jocelyn, James Leonard, Tom McKeown, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham  <b>Clerk(s):</b> Chelsea O'Brien; Theresa King  <b>Members of Public:</b> 4  <b>Dist Cllr:</b> Hansraj (in part), Cahn (in part)  <b>Cty Cllr</b> Hathorn (in part)</p> <p>Chair thanked the Pump Track Charity and staff team for the tough decision to defer the pump track item off the agenda at short notice and confirmed an extra ordinary meeting will be arranged in due course for this specific item</p>	
24/021	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies: Cllrs Joseph Adam (work), Aga Cahn (personal), Steve Carrington (personal), Walter Davey (personal), David Legge (work)  Dist Cllr Heylings</p>	
24/022	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>Cllr Payne – pecuniary interests – items 029.3, 030.9</p>	
24/023	<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 24/028 and calendar invites emailed to all.</p>	
24/024 024.1	<p><b>PUBLIC PARTICIPATION</b></p> <p>Member of the public wished to address Council under agenda items 030.1 and 030.7.  030.1 Homefield Park – member of public reminded Council of the balancing facility (flood storage) at Homefield Park and impact any form of development could have on drainage and flooding in the near vicinity  030.7 The Green – member of public urged Council to remain consistent noting the previous requests for access which have all been declined to date. Noting the Village Green is a Registered Village Green and subject to legislation, the Parish Council has a responsibility to follow the Public Open Space Act</p> <p>With agreement of Council Item 030.7 was brought forward and the meeting suspended to allow the resident to take part in the discussion</p>	
24/025 025.1	<p><b><u>TO APPROVE minutes of the meetings held 18<sup>th</sup> March 2024 and 20<sup>th</sup> May 2024</u></b></p> <p>Proposed Cllr Stonham, seconded Cllr Crockford all in favour and approved Chair to sign both sets of minutes as an accurate record of the meeting</p>	
24/026 026.1	<p><b><u>MATTERS ARISING</u></b></p> <p>Action list provided to all (<b>Appendix 1</b>) and accepted  Item 23/055.9 Letter to Hain Daniels – Chair noted action to follow up  Item 23/072.1 County Council Walkabout – Cty Cllr Hathorn noted new Local Highways Officer, will arrange walkabout once new operative has settled into the role</p>	
24/027	<p><b><u>REPORTS TO NOTE</u></b></p>	

<p>027.1</p> <p>027.2</p> <p>027.3</p>	<p><b>County Council</b> no written report provided. Cty Cllr Hathorn noted the new Local Highways Officer. <u>Blocked Gulleys</u> work continuing, and list of blocked gulleys being produced but welcomed help from residents to cover more ground. Cllr Moore queried how to share blocked gully data, Cty Cllr Hathorn noted a spreadsheet would be sufficient. <u>Franklin Gardens</u> junction, meeting scheduled 18<sup>th</sup> June.</p> <p><b>District Councillor Report</b> no written monthly report. Dist Cllr Hansraj reminded Council of the grant opportunities available and urged Council to consider applying, Grants Advisory Committee meeting scheduled 29<sup>th</sup> July to review applications. Dist Cllr Cahn to forward request seeking Parish Council support for a grant application submitted on behalf of Gatehouse Road Community Allotment to the Clerk Dist Cllr Cahn noted outstanding action regarding alterations requested to Ambrose Way/Mill Lane Street name plate. Response received is not sufficient to solve the problem identified.</p> <p><b>Clerk's Report</b> written report provided to all and accepted (<b>Appendix 2</b>). Cllr Wilbraham suggested that the 20 mph stickers could be given out at the Feast market, Office Staff to obtain more stickers for the session. Clerk noted need for items for the boards for the Feast Market.</p> <p><b>Chairman's Report</b> written report provided to all and accepted (<b>Appendix 3</b>). Chair noted the SLCC Local Council Clerks Week and urged all Councillors to follow the link provided within the report to review the role and breadth of the work of a Local Council Clerk.</p>	<p>Dist Cllr Cahn</p> <p>Dist Cllr Cahn</p> <p>Office Staff</p>
<p>24/028</p> <p>028.1</p> <p>028.2</p> <p>028.3</p> <p>028.4</p> <p>028.5</p> <p>028.6</p> <p>028.7</p> <p>028.8</p> <p>028.9</p>	<p><b>To Accept Committee Reports</b> - <i>note actions and accept</i></p> <p><b>Planning Committee</b> draft minutes 4<sup>th</sup> June 2024 provided to all and accepted. Date of next meeting 25<sup>th</sup> June 2024</p> <p><b>Nature &amp; Biodiversity</b> draft minutes 3<sup>rd</sup> June provided to all and accepted. Date of next meeting 24<sup>th</sup> June 2024</p> <p><b>Wellbeing, Recreation &amp; Leisure</b> draft minutes 3<sup>rd</sup> June 2024 provided to all and accepted. Date of next meeting 23<sup>rd</sup> September. Workshop held 10<sup>th</sup> June 2024</p> <p><b>Highways, Drainage and Formal Spaces</b> draft minutes 3<sup>rd</sup> June 2024 provided to all and accepted. Date of next meeting 2<sup>nd</sup> July 2024</p> <p><b>Finance, Governance &amp; Legal</b> draft minutes 3<sup>rd</sup> June 2024 provided to all and accepted. Date of next meeting 22<sup>nd</sup> July 2024</p> <p><b>Employment &amp; Development</b> draft minutes 3<sup>rd</sup> June and 11<sup>th</sup> June provided to all and accepted. Date of next meeting 14<sup>th</sup> October 2024</p> <p>With agreement of Council, Chair moved agenda items 028.7, 028.9 and 028.10 to the end of the meeting</p> <p><b>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.</b> Proposed Cllr Stonham, seconded Cllr Davies all in favour approved</p> <p>To review and approve recommendations from the Employment &amp; Development Committee meeting held 11<sup>th</sup> June 2024. Confidential paper with recommendations provided to Councillors only*<i>contains details of staff member salary</i>. Proposed Cllr McKeown seconded Cllr Davies all in favour to approve recommendation to award 2SCP rise backdated to 1<sup>st</sup> February 2024 to Head Parish Ranger, 12 in favour, 1 abstention, <b>approved</b></p> <p><b>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.</b> Proposed Cllr Stonham, seconded Cllr Davies all in favour <b>approved</b></p>	

<p>24/029</p> <p>029.1</p> <p>029.2</p> <p>029.3</p> <p>029.4</p> <p>029.5</p> <p>029.6</p>	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 4)</b></p> <p>Cllr Payne left the meeting for this item</p> <p><b>To note</b> payment of accounts under delegated approval, noted</p> <p><b>To approve</b> payment of outstanding accounts due. Proposed Cllr Stonham seconded Cllr Uttridge all in favour, <b>approved</b></p> <p><b>To report</b> on amounts paid in, noted</p> <p>Cllr Payne returned to the meeting</p> <p><b>To resolve</b> to approve the Annual Governance Statement by resolution, copy provided to all (<b>Appendix 5</b>). Proposed Cllr Stonham, seconded Cllr Crockford, all in favour, <b>approved</b></p> <p><b>To consider</b> the Accounting Statement provided to all (<b>Appendix 5</b>), noted</p> <p><b>To resolve</b> to approve the Accounting Statement, to be signed by the Chair of the meeting. Proposed Cllr Stonham, seconded Cllr Hobbs all in favour, <b>approved</b></p>	
<p>24/030</p> <p>030.1</p> <p>030.2</p> <p>030.3</p> <p>030.4</p> <p>030.5</p> <p>030.6</p>	<p><b><u>Other Matters</u></b></p> <p>Working closely with members of the Pump Track Charity, the Parish Council took the decision to defer agenda items 030.1, 030.2, 030.3, 030.4, 030.5 to an Extra Ordinary meeting of Council. The Office received an overwhelming number of requests to speak during public participation and were alerted to at least 20 residents plus all residents of Somerset Road wishing to attend. With the Community Room set up for Council and with the projector in use, the room only had capacity for a further 27 people seated.</p> <p>The decision to defer is to ensure all residents have the time to address Council and for Council to not feel the pressure to cut residents short by applying time pressures. Date and venue of Extra Ordinary yet to be confirmed.</p> <p><b><u>Find Your Flow, HI Pump Track Report</u></b> – Report on 30<sup>th</sup> November to 28<sup>th</sup> December 2023 public consultation</p> <p><b>For Decision:</b></p> <ul style="list-style-type: none"> <li>- <b>Histon &amp; Impington Parish Council note the findings of the HI Pump Track Charity Consultation</b></li> <li>- <b>Histon &amp; Impington Parish Council to support conclusion of HI Pump Track Charity Consultation:</b> <i>“The charity believes there should be an aspiration to deliver quickly for the community’s current children and teenagers. Results from both this consultation and the earlier PC Big Rec survey support this position. As such the HI Pump Track Charity Propose that Parish Council location have to be considered first. Given the Parish Councils commitment to a pump track in January 2022 and the evidence from its own Big Rec and Finance Surveys in support of a Pump Track, the HI Pump Track Chairty hopes the Parish Council will seriously consider offering one of its locations for delivery of a Pump Track. The HI Pump Track Charity believes Homefield Park and Manor Field have greatest potential for delivery of the locations currently available to the Parish Council. The HI Pump Track Charity would like to proceed with design work for these locations.”</i></li> <li>- <b>Council to write to landlord of Manor Park to explore use under existing lease agreement, or willingness to renegotiate lease</b></li> <li>- <b>Council to explore terms within existing conveyance documentation dated 6<sup>th</sup> February 1978, or willingness to renegotiate conditions</b></li> </ul> <p><b>To Review and Approve</b> draft Terms of Reference for Youth Provision working group, draft copy provided to all. Cllr Wilbraham provided a verbal update of aspirations for the working group and identified key objectives for this year:</p> <ul style="list-style-type: none"> <li>- Review of Youth Provision</li> <li>- Ideas for usage of Crossing Keepers Hut</li> <li>- Planting at South Road Play Area following request from a young person</li> <li>- Support HI Friends Wellbeing offerings</li> <li>- Create and enforce inclusivity</li> <li>- Supporting younger residents going into adulthood</li> </ul> <p>Proposed Cllr Stonham, seconded Cllr McKeown all in favour, <b>approved</b></p>	

<p><b>030.7</b></p>	<p><b>To Review and consider recommendation for</b> parking and access request to 21 The Green, Histon, request provided to Councillors only with supplementary information received from Parish Council Solicitor. <i>Paper provided to Councillors only due to sensitive and personal information contained within the request</i></p> <p>Discussion noted:</p> <ul style="list-style-type: none"> <li>- Advice received from Ashtons Solicitors</li> <li>- Concerns over the safety of residents and children using The Village Green</li> <li>- Noting previous requests for access received, need for consistency from Parish Council</li> <li>- Removal of posts on The Green would open access for all</li> <li>- Conditions and restrictions a possibility if access granted</li> <li>- Parish Council responsibility to the Public Open Spaces Act 1965 and the requirement for the Village Green to remain a Public Open Spaces for the enjoyment of all</li> <li>- Legislation in The Green &amp; Commons Act 1965</li> <li>- Safety of pedestrians would be jeopardised</li> <li>- To sign post residents to other options to resolve issues.</li> </ul> <p><b>Cllr Moore proposed request is refused</b>, seconded Cllr Payne, 9 in favour, 2 against, 2 abstentions, motion <b>approved</b></p>	
<p><b>030.8</b></p>	<p><b>To Review and Approve</b> quotes to paint the Youth Shelter at School Hill. Report provided to all with recommendation to proceed with quote from contractor 1 costed at £980.00 + VAT. Proposed Cllr Wilbraham, seconded Cllr Allen all in favour, <b>approved</b></p>	
<p><b>030.9</b></p>	<p>Cllr Payne left the meeting for this item</p> <p><b>Written notice received from 6 Councillors</b> to reverse a previous motion in line with Standing Order 7a.</p> <p>Cllrs Murray, Crockford, Davies, Stonham, McKeown and Smith have provided the Proper Officer with the following motion for consideration:</p> <p><b>Motion: Council to revisit the decision made at the March Full Council meeting for agenda item 23/114.1: 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.</b> Report from Financial Request Working Group provided to all (<b>Appendix 5</b>)</p> <p>Chair confirmed wording of motion to 'reverse' was in line with Standing Orders. Proposed Cllr Stonham, seconded Cllr Moore, 11, in favour, 1 abstention, motion <b>approved</b></p> <p>Cllr Payne returned to the meeting</p>	
<p><b>24/031</b></p>	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p>All agreed to delegate to Chair and Clerk to draft and post</p>	
<p><b>24/032</b></p>	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Monday 15<sup>th</sup> July 2024</p>	
	<p><b>Meeting closed: 9:27pm</b></p> <p><b>Appendix 1: Action List</b>  <b>Appendix 2: Clerk's Report</b>  <b>Appendix 3: Chairman's Report</b>  <b>Appendix 4: Finance Report</b>  <b>Appendix 5: Finance Working Group Recommendation</b></p>	