

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

4 Appendices attached

Full Council Minutes

| Agenda No: | | Action/ Power |
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| | Present: Cllrs: Yvonne Murray (Chair), Sarah Allen, Aga Cahn, Jennifer Crockford, Walter Davey, Neil Davies, Chris Hobbs, Simon Jocelyn, David Legge, James Leonard, Tom McKeown, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham (Vice Chair) Clerk(s): Chelsea O'Brien; Theresa King Dist Cllr: Cahn, Hansraj, Rixon (in part) Cty Cllr Hathorn (in part) | |
| 24/075 | APOLOGIES FOR ABSENCE Apologies: Cllrs Steve Carrington (personal), Louise Wilbraham (personal), Joe Uttridge (personal) Cllr Adam was absent | |
| 24/076 | DECLARATIONS OF INTEREST AND DISPENSATIONS None declared | |
| 24/077 | DATE(s) OF NEXT COMMITTEE MEETINGS Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 24/082 and calendar invites emailed to all. | |
| 24/078 078.1 | PUBLIC PARTICIPATION None | |
| 24/079 079.1 | <u>TO APPROVE minutes of the meeting held 21st October 2024</u> Proposed Cllr Davies, seconded Cllr Stonham all in favour and approved . Chair to sign minutes as an accurate record of the meeting. Four abstentions noted. | |
| 24/080 080.1 | <u>MATTERS ARISING</u> Action list provided to all (Appx 1) and accepted. Additional discussion on: 23/055.9 Letter to Hain Daniels – meeting held 13 th November arranged by residents, update to be shared once received 23/114.10 Review of Connections Bus – Cllr Murray updated on the work of the Youth Provision Working Party, covering: - 28 th October Connections Bus AGM attended by Cllr Murray - County Council strategy meeting held 6 th November - Attendance at the Pump Track Workshop hosted by Cambridgeshire County Council held 14 th November - Brief discussion with Connection Bus held 18 th November to discuss timetable for decisions, Connection Bus confirmed they would need to know a decision by the second week of January for plan for 25/26 24/048.1 Garden Walk – resident of Garden Walk updated Council covering, weed cutting back has now taken place, work to engage a consultant to design a scheme is underway. Arrangements with a local farmer to pump water in emergency situations in place. Item to remain open. | |
| 24/081 081.1 | <u>REPORTS TO NOTE</u> County Council written report October & November 2024 copied to all and accepted covering: Histon & Impington Brook Primary OFSTED inspection held mid-October, report awaited; By-Election 2024 Liberal Democrat James Rixon elected; County | |

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| | <p>Council Budget, Waterbeach Busway, National Highways Funding Additional discussion on: Tangible ways to support play, suggestions to be shared with Cty Cllr Hathorn to increase effectiveness noting the success of the Pump Track Workshop. £40 million budget deficit, new three yearly budget planning process underway. Changes to care homes for children, solutions being trialled are vacant farm properties to be developed into homes for children in care. Waterbeach Busway – vote expected at February County Council Full Council. Issue particularly pertinent to Histon & Impington is ditches and the impact of development and hardstanding to the water table. Cty Cllr Hathorn welcomes emails from Councillors. Cllr Leonard requested an update on the Cambridge Development Company, Cty Cllr Hathorn to progress.</p> <p>081.2 District Councillor Report written report November 2024 copied to all and accepted covering: White Ribbon Accreditation, Six Free Trees, new AI Assistant, Pilot Employments Hubs, Homes for Ukraine, Anti-Racism Charter, Impact Assessment Supplementary Planning Document, Empty Properties, Climate and Environment Discussions, Mobile Warden Scheme Funding, High Street Fund, Recycling Cables, South Cambs Connect, White Ribbon Day 25th November, Right to Buy Additional discussion on: Congratulations to Dist Cllr Rixon elected at the By-Election Budget - £250k deficit, may impact the right to buy discount making it less desirable Mobile Warden Scheme Funding - £345k has been pledged for scheme in South Cambridgeshire Cllr Murray thanked Dist Cllr Sunita for her support in the High Street Fund Anti Social Behaviour (ASB) – Dist Cllr Hansraj reported on trends and incidents in Orchard Park and the City, including bin burning and damage to public toilets. Support from the Youth Worker and Community Safety Partnership have helped to ease ASB in Orchard Park. Cllr Allen noted increase in egging in Histon & Impington.</p> <p>081.3 Clerk’s Report no written report available</p> <p>081.4 Chairman’s Report written report provided to all and accepted (Appendix 2). Cllr Murray welcomed feedback from Councillors</p> | RH |
| 24/082 | <p>To Accept Committee Reports - <i>note actions and accept</i></p> <p>082.1 Planning Committee draft minutes 6th September and 24th September provided to all and accepted. Date of next meeting 19th November 2024. Cllr Jocelyn verbally updated on meeting with Barrister and residents in relation to the School Hill application. Application to feature on the 19th November agenda</p> <p>082.2 Finance, Governance & Legal draft minutes 15th October provided to all and accepted. Date of next meeting 9th December 2024. Capital Bid Policy and procedure reviewed and Finance Governance & Legal Committee 15th October, accepted and no changes made. Cllr Stonham noted the finance survey is ready to be published and will be circulated in due course</p> <p>082.3 Employment & Development draft minutes 14th October provided to all and accepted. Date of next meeting TBC. To note Employment Committee have approved the non-contractual Staff Handbook provided to Councillors electronically</p> <p>082.4 Nature & Biodiversity draft minutes 5th November to follow. Date of next meeting 4th March 2025.</p> <p>082.5 To agree to spend up to £1,000 from 24-25 Nature and Biodiversity budget on tree replanting winter 24-25. Cllr Smith verbally noted the money is allocated within the committee budget but the Committee was not quorate to make a decision. Cllr Moore query the progress of sooty bark disease on Parish Council owned sites. It was noted the first phase of work has been completed, but the disease is still spreading. Advice to be sought from other woodland managers to seek alternative views to disease management. Cllr Crockford queried the locations of the new trees, Cllr Smith noted some of the replants will be in locations where trees have been felled (where suitable) but a more</p> | |

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| <p>082.6</p> | <p>appropriate/hardy species of tree will be picked. Proposed Cllr Payne, seconded Cllr Stonham all in favour, approved</p> <p><u>Dates(s) of upcoming Committee Meetings:</u> <u>Nature & Biodiversity</u> Date of next meeting 4th March 2025 <u>Planning Committee</u> Date of next meeting 19th November 2024 <u>Highways, Drainage and Formal Spaces</u> Date of next meeting 3rd December 2024 <u>Wellbeing, Recreation & Leisure</u> Date of next meeting 25th November 2024</p> <p>Dist Cllrs Hansraj, Rixon and Cty Councillor Hathorn left the meeting</p> | |
| <p>24/083</p> <p>083.1</p> <p>083.2</p> <p>083.3</p> | <p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 3)</p> <p>To note payment of accounts under delegated approval, noted.</p> <p>To approve payment of outstanding accounts due. RFO verbally updated on three additional invoices requiring approval: CSA Toilet Tissue 98.72 + VAT, total 118.46 Key Electrical Services, PAT testing and Emergency Light testing, 337.40 + VAT total £404.88 Progreen, October and November Bowls green maintenance, £360.00 + VAT, total £432.00</p> <p>Proposed Cllr Stonham, seconded Cllr Hobbs all in favour, approved</p> <p>To report on amounts paid in, noted</p> | |
| <p>24/084</p> <p>084.1</p> <p>084.2</p> | <p><u>Other Matters</u></p> <p><u>NALC 24-25 National Salary Award</u> to note Local Government Association agreement on the pay scales for 24-25 (linked to staff contracts) to be implemented from 1st April 2024. Updated scales, back pay and performance scale awards are included in November payroll, noted</p> <p><u>To Review and Approve Recruitment Pack for Assistant Parish Ranger</u> Recruitment Pack including draft contract of employment and job description provided to Councillors only. <u>To agree timeline to include:</u> - Advertising the post - Interviews and Interview Panel - Start Date</p> <p>Cllr Payne queried if the item should be confidential, Clerk confirmed the details provided with the recruitment pack (salary, copy of the contract) are not published but the discussion does not need to be confidential. Clerk confirmed the item is not marked as confidential but noted if a Councillor wished to propose a motion to remove press and public from the discussion they can do so.</p> <p>Advert to be amended to identify single role, job description to be amended in terms of frequency of tasks, Cllr Payne queried the mileage expenses. Clerk to amend and make appropriate changes</p> <p>Proposed Cllr Hobbs, seconded Cllr Crockford, all in favour to approve recruitment pack subject to approved changes, approved</p> <p>Timeline – discussion covered advertising straight away with no closing date; set closing dates to create a fairer process; long period of advertising and interviewing in the New Year. Clerk expressed preference for a closing date and advertising in the New Year to allow staff to focus on budget and precept. Cllr Moore expressed support for a closing date end of January (24th January) and advertising as early as possible.</p> <p>Cllr Murray suggested advertise as soon as possible, closing date end of January, interview February, start date March/April, supported by Cllr Hobbs and Cllr Stonham</p> <p>Cllr Davies noted a long application date can put applicants off, period should be compressed.</p> <p>Noting the differing opinions and information received, Cllr Murray suggested a delegation to the staff, supported by Cllr Smith. Majority in favour to delegate to staff to set timeline.</p> <p>Proposed Cllr Stonham, seconded Cllr Davies all in favour to delegate to staff, 1 abstention, 1</p> | |

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| <p>084.3</p> <p>084.4</p> <p>084.5</p> | <p>against, approved</p> <p><u>To Review and Approve Policy Book</u> Policy Book available to view and edit on SharePoint. Spreadsheet produced to track review progress. Cllr Smith queried if edits should be on the SharePoint document and move the version forward for approval when ready. Cllr Legge noted a comment when a document has been edited has been should be added. Cllr Payne queried the process following edits, Cllr Murray confirmed policies will require approval at Full Council once edited by Councillors on SharePoint. Policies requiring publishing by the ICO Publication Scheme will be published on the website once approved. Policies without a nominated Councillor reviewing them will be paired up in due course. Proposed Cllr Stonham, seconded Cllr Davies, to approve policy book, 1 abstention, approved</p> <p><u>To Review and Approve</u> Financial Risk Management and Internal Controls reviewed and agreed at Finance, Governance & Legal Committee provided to all (Appendix 4). If approved these will be added to the Policy Book for annual review. RFO noted the Financial Risk Management is a new Policy recommended by the Internal Auditor. Cllr Hobbs noted the items in red requiring immediate action, what is the process for monitoring. RFO noted these are the highest risk category, process should identify action being taken. Change of wording to reflect this maybe required. Cllr Hobbs congratulated all involved. Proposed Cllr Stonham, seconded Cllr Crockford, all in favour, approved</p> <p><u>Review of Youth Provision</u> including approval for a Youth Provision budget of £25,000 for 25-26. Chair proposed an immediate amendment: <u>Request for approval</u> of youth provision budget line £24,995 for 25/26 to enable youth review to continue. Findings of the Youth Provision Working Party to be shared at a future meeting. Cllr Payne expressed confusion at what is happening, noting Connections Bus want a decision before the next Full Council meeting. Cllr Murray noted an extension maybe required with Connections Bus, or an extra ordinary meeting may have to be called. Cllr Davies queried the practicalities of changing a youth provider during an academic year, supported by Cllr Hobbs and Allen. Cllr Crockford sought clarity on funding for a term only and if practical for Connection Bus, Cllr Stonham noted this arrangement is already in place. Cllr Allen noted relationships formed with young people and the youth worker but noting change is anticipated at the end of the academic year, but a decision is required at March Full Council. Cllr Hobbs noted this would allow breathing room for a comprehensive review Cllr Moore noted synchronising with the academic year was sensible. Cllr Moore questioned why this is coming outside of the budget cycle. RFO confirmed Age UK and HI Friends have already submitted requests (HI Friends already have approval). Connections Bus have not put in a request to date, but as the budget process is starting, to ensure a Youth Provision in 25/26 a budget should be allocated. Cllr Smith expressed support for the academic year, decision in March 2025 should have a paper and full proposal. Decision to extend funding to Connection Bus will need to be an item on January Full Council agenda. Cllr McKeown questioned the process of changing provider during the academic year, payment to Connections Bus beyond March 2025 is unknown but any payment made to Connections Bus between March and July will be taken from the Youth Budget proposed.</p> <p>Vote to accept amended motion: <u>Request for approval</u> of youth provision budget line £24,995 for 25/26 to enable youth review to continue. Proposed Cllr Stonham, seconded Cllr Davies all in favour, approved</p> <p>Motion for approval: <u>Request for approval</u> of youth provision budget line £24,995 for 25/26 to enable youth review to continue. Proposed Cllr Stonham, seconded Cllr Smith all in favour, approved</p> | |
| <p>24/085</p> | <p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> | |

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| | All agreed to delegate to Chair and Clerk to draft and post Chair noted any Councillor can request items on the next agenda at any time, up until Friday 10 th January 2025 | |
| 24/086 | Next Full Council: Histon & Impington Parish Council Monday 20 th January 2025 | |
| | Meeting closed: 8:31pm Appendix 1: Action List Appendix 2: Chairman's Report Appendix 3: Finance Report Appendix 4: Financial Risk Management and Internal Controls | |

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