

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 21st October 2024**

6 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: Yvonne Murray (Chair), Joseph Adam, Aga Cahn, Neil Davies, Simon Jocelyn, James Leonard, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham (Vice Chair), Joe Uttridge Clerk(s): Chelsea O'Brien; Theresa King Members of Public: 2 Dist Cllr: Cahn, Hansraj (in part) Cty Cllr Hathorn (in part)	
24/063	APOLOGIES FOR ABSENCE Apologies: Cllrs Sarah Allen (personal), Steve Carrington (work), Jennifer Crockford (personal), Walter Davey (personal), Chris Hobbs (personal), Tom McKeown (personal), David Legge (personal), Louise Wilbraham (personal)	
24/064	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Payne – Item 071.2 – payment to HI Friends – Pecuniary interest Cllr Davies – Item 071.2 payment to HI Friends – Pecuniary Interest Cllr Stonham – Item 071.2 payment to HI Friends – Pecuniary Interest	
24/065	DATE(s) OF NEXT COMMITTEE MEETINGS Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 24/070 and calendar invites emailed to all.	
24/066 066.1	PUBLIC PARTICIPATION None	
24/067 067.1	<u>TO APPROVE minutes of the meeting held 16th September 2024 and minutes of the Extra Ordinary Meeting held 17th September 2024</u> Proposed Cllr Davies, seconded Cllr Jocelyn all in favour and approved . Chair to sign minutes as an accurate record of the meeting. One abstention noted.	
24/068 068.1	<u>MATTERS ARISING</u> Action list provided to all (Appx 1) and accepted. Additional discussion on: 23/055.9 Letter to Hain Daniel – meeting planned, no set date 23/114.1 Donation/Grant Draft Policy – Not approved at October Finance, Governance and Legal Committee meeting, subject to approval in December, to be scheduled for review and approval at the January Full Council 23/114.1 Review of Youth Provision – November Full Council final opportunity prior to precept setting (December Finance Meeting). Reminder to be sent to the Working Group 24/048.1 Flooding Garden Walk – site meeting held with resident and County Officer, action to remain open should resident require further support	
24/069 069.1	<u>REPORTS TO NOTE</u> County Council written report September 2024 copied to all and accepted covering: Cambridgeshire and Peterborough Fire Authority; By-Election 24th October; Vaccination Update; Household Support Fund; Pension Credit; School Place Appeal Panel Volunteers; Pump Track; Weeds; Winter Gritting; CCC Quality of Life Survey Additional discussion on: Annual Carbon Report, County Council on track to achieve net zero 2030, County Estates is one the largest tenant farm owners, experimental land management	

<p>069.2</p> <p>069.3</p> <p>069.4</p>	<p>is being explored in the Fenlands. Cllr Adams questioned the status of Ring Fort Path – Cty Cllr Hathorn confirm the work is scheduled for February 2025 Quality of life survey – cost of living issues still current, a decline in mental health issues had been noted</p> <p>District Councillor Report written report October 2024 copied to all and accepted covering: Pilot Employment Hub; Communities Offer Roadshow; Improving the High Street Grant Scheme; Local Climate Action Conference and Fair 2024; Local Government Association (LGA); Corporate Plan Consultation Additional discussion: Community Offer Roadshow at Impington Village College, Dist Cllr Cahn encouraged all to attend. Employment Hub at The Meadows Centre planned – help and support for anyone looking for employment Cllr Payne noted presentation and slides from the SCDC Staying Connected event have been shared with Councillors, he praised the Officers who have been responsive setting up meetings.</p> <p>Clerk’s Report written report provided to all and accepted (Appendix 2). Clerk verbally raised the incident of arson at The Recreation Ground. Cllr Davies queried if the bench was itemised on the Parish Council insurance noting it was purchased by HI Friends. Clerk to check and confirm. Dist Cllr Hansraj asked for further detail regarding the arson, noting several incidents of arson have taken place recently in Orchard Park. Clerk confirmed the incident had been logged with the Police</p> <p>Chairman’s Report written report provided to all and accepted (Appendix 3). Chair verbally noted the increase in volume of work and the amount of policy work recently presented by the Office. Particular attention was drawn to the volume and high level of presentation of the papers presented at the Finance, Governance and Legal Committee</p>	<p>Clerk</p>
<p>24/070</p> <p>070.1</p> <p>070.2</p> <p>070.3</p> <p>070.4</p> <p>070.5</p>	<p>To Accept Committee Reports - <i>note actions and accept</i></p> <p>Planning Committee draft minutes 24th September provided to all and accepted. Date of next meeting 19th November 2024. Chair, Cllr Jocelyn noted the application for School Hill development will likely be considered by SCDC in November, possibly December. Dist Cllr Cahn noted substitute members of the SCDC Planning Committee will be required.</p> <p>To consider Planning Application: 24/03499/HFUL Single storey rear extension. 44 South Road Impington Cambridgeshire CB24 9PB. Cllr Jocelyn noted as only one application had been received it was more productive for Full Council to consider rather than calling a Planning Committee meeting. Cllr Jocelyn provided a brief overview of the site and parking provision. Proposed Cllr Jocelyn to make a recommendation of approval. With the added condition that contractor parking and deliveries are within the curtilage of the property, seconded Cllr Stonham, all in favour, approved</p> <p>Highways, Drainage and Formal Spaces draft minutes 10th September provided to all and accepted. Date of next meeting 12th November 2024</p> <p>Finance, Governance & Legal draft minutes 15th October to follow. Date of next meeting 9th December 2024</p> <p>Wellbeing, Recreation & Leisure draft minutes 23rd September provided to all including proposed amendment to item 016.1 to be approved at the next Committee meeting. Date of next meeting 25th November 2024. Cllr Payne queried the inconsistencies in the WRL Committee minutes 23rd September and the commitment at Full Council 16th September regarding a feasibility of a pump track provision at the Recreation Ground. The differing views create confusion for those not present at the meetings, a view shared by Cllr Smith. Cllr Davies noted a draft paper has since been circulated to the Rec Development Group requesting a review and reconsideration of the provision of a pump track on the Recreation Ground noting the level of opposition to other sites and the proposed facilities at the Impington Village College site. It was noted the WRL minutes required clarification at the next</p>	

<p>070.6</p> <p>070.7</p>	<p>WRL meeting. The view expressed by members of the Rec Development Group at the meeting held 23rd September was accurate at that moment in time based on the Wilby & Burnett report which following the meeting was published on the Parish Council website.</p> <p>Employment & Development draft minutes 14th October to follow. Date of next meeting to be confirmed</p> <p>Dates(s) of upcoming Committee Meetings: Nature & Biodiversity Date of next meeting 5th November 2024</p>	
<p>24/071</p> <p>071.1</p> <p>071.2</p> <p>071.3</p>	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 4)</p> <p>Cllrs Payne, Stonham and Davies left the meeting for this item. To note payment of accounts under delegated approval, noted.</p> <p>To approve payment of outstanding accounts due. Proposed Cllr Uttridge, seconded Cllr Leonard all in favour, approved</p> <p>To report on amounts paid in, noted Cllrs Payne, Stonham and Davies returned to the meeting</p>	
<p>24/072</p> <p>072.1</p> <p>072.2</p> <p>072.3</p> <p>072.4</p>	<p>Other Matters</p> <p>With agreement of Council Chair brought forward item 072.4 for consideration</p> <p>Annual Contract for Grounds Maintenance at The Recreation Ground (April 2025 - March 2026) for preparation of match cricket pitches and tennis courts including routine work, specialist maintenance activities, materials and labour. Including out of season work. Report detailing work and cost provided to all (Appendix 5). Cllr Payne queried a technical term and maintenance of the football pitches. It was noted the Head Parish Ranger maintains the football pitches. Cllr Davies requested a split in costs between cricket and tennis. Cllr Moore asked if there is a cost increase, RFO confirmed as the cost includes all the end of season work and is working out the same as last year. Clerk confirmed this could be of benefit to the Council should they choose to recruit later next in the year. Cllr Uttridge noted it was always going to be difficult to maintain the high standards, everyone is still learning new systems and communication lines. He noted he was confident it would improve further if feedback were taken on board and if the Parish Council recruits another operative to support the Recreation Ground. Clerk noted an item to recruit will be presented to November Full Council. Cllr Leonard queried what is Full Council adding if the Wellbeing, Recreation and Leisure Committee are in support of this proposal. Cllr Davies noted the spend needs to be approved at Full Council, but the Committee support the proposal.</p> <p>Proposed Cllr Davies, seconded Cllr Stonham all in favour, approved, noting a review at 6 months is required to plan for the following year.</p> <p>To review and approve draft Policy Book provided to Councillors only, formatting yet to be undertaken. Cllr Murray proposed the item is deferred to the November meeting to allow more time for Councillors to review. Cllrs Payne and Leonard queried if this is viable. Cllrs Murray and Stonham to divide the policy book to ease the workload. Link to SharePoint to be shared. Seconded Cllr Stonham, all in favour, approved.</p> <p>To agree to purchase wreath and donations for Remembrance Sunday, spend up to £100 in accordance with powers under General Power of Competence. Proposed Cllr Uttridge, seconded Cllr Payne. Cllr Jocelyn queried the amount; Clerk confirmed the wreath is £21 the rest is a donation. All in favour, approved</p> <p>Histon and Impington Parish Council to consider and approve two/three members of HIPC to join a Liaison Group to work with Eastern Learning Alliance (ELA), Histon Hornets, Resident representatives in the area of New Road and any other stakeholders. Report provided to all detailing the goals of the first meeting and aim for the Liaison Group (Appendix 6). Proposed Cllr Leonard, seconded Cllr Cahn all in favour. Membership confirmed as Cllr Payne and Murray. A Councillor not present at the meeting has indicated</p>	<p>Nov Agenda</p>

<p>072.5</p> <p>072.6</p> <p>072.7</p> <p>072.8</p>	<p>they would like to be involved, Cllr Murray to confirm. Two residents, County Cllr Hathorn and Dist Cllr Hansraj left the meeting, Chair returned to agenda order</p> <p><u>Amendment to Delegated Spend policy to include:</u> <u>POWERS SPECIFICALLY DELEGATED TO THE CLERK - current incumbent Chelsea O'Brien:</u> In conjunction with the RFO, Chair of the Council and Chair of Wellbeing Recreation & Leisure Committee may spend up to £5000 on health & safety related emergency repairs or replacement of play equipment or any Parish Council Asset</p> <p><u>POWERS SPECIFICALLY DELEGATED TO THE RFO / ACCOUNTS MANAGER – current incumbent Theresa King</u> In conjunction with the Clerk, Chair of the Council and Chair of Wellbeing Recreation & Leisure Committee may spend up to £5000 on health & safety related emergency repairs or replacement of play equipment or any Parish Council Asset</p> <p>Clerk noted this is a new spend of up to £5000, this will allow flexibility to staff for emergency repairs or health & safety related repairs. The age of the building and play area means many of the costs of repairs are now above the current delegated amount of £2500. Proposed Cllr Davies, seconded Cllr Uttridge all in favour, approved</p> <p>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. Proposed Cllr Davies, seconded Cllr Stonham all in favour. Dist Cllr Cahn, Clerk and RFO left the meeting for this item. Cllr Stonham to record the minute in the absence of the Clerk</p> <p>To review and approve recommendations from the Employment & Development Committee meeting held 14th October 2024. Confidential paper with recommendations provided to Councillors only <i>*contains details of staff member salary</i></p> <p>Proposed Cllr Stonham, seconded Cllr Davies, majority in favour, two abstentions noted to approve recommendation of the Employment Committee. All staff to be rewarded a 1SCP scale rise backdated to the 1st October in line the Review and Development Policy.</p> <p>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. All in favour, approved. Dist Cllr Cahn, Clerk and RFO returned to the meeting</p>	<p>YM</p>
<p>24/073</p>	<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 Next Agenda: Review and Approval of Policies and Staff Handbook</p>	
<p>24/074</p>	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 18th November 2024</p>	
	<p>Meeting closed: 8:47pm</p> <p>Appendix 1: Action List Appendix 2: Clerk's Report Appendix 3: Chairman's Report Appendix 4: Finance Report Appendix 5: Annual Contract Recreation Ground Appendix 6: Liaison Group</p>	