

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 17th February 2025**

5 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: Yvonne Murray (Chair), Joesph Adam, Sarah Allen, Steve Carrington, Jennifer Crockford, Neil Davies, Chris Hobbs (in part), Simon Jocelyn, David Legge, James Leonard, Geoff Moore, Denis Payne, Louise Wilbraham Clerk(s): Chelsea O'Brien (Clerk); Theresa King (RFO) Dist Cllr(s): None Cty Cllr: None Members of Public: 1	
24/099	APOLOGIES FOR ABSENCE Apologies: Cllrs Aga Cahn (personal), Edd Stonham (work) Tom McKeown (personal), Sarah Smith (personal), Joe Uttridge (personal) Dist Cllrs Hansraj, Cahn, Rixon; Cty Cllr Hathorn	
24/100	DECLARATIONS OF INTEREST AND DISPENSATIONS None declared	
24/101	DATE(s) OF NEXT COMMITTEE MEETINGS Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 24/106 and calendar invites emailed to all.	
24/102	PUBLIC PARTICIPATION One member of the public present wished to address the Council regrading Site Management Plans of Parish Council green spaces and invasive plants across the Parishes. He detailed: <ul style="list-style-type: none"> - The inclusion of Section 9 of the Wildlife and Countryside Act within the Site Management Plans - Invasive plants across the Parishes identified in The Coppice, Hereward Close tree line adjacent to The Dole and a parcel of land adjacent to Manor Field (privately owned). Resident suggested a letter to the landowner - Resident wished to be included in the circulation of the notes from the resident meeting held 4th February at Homefield Community Centre - Histon Woods has no management plan in place, wood is unmanaged but could be an asset the villages. Clerk to Nature & Biodiversity noted Cllr Smith was looking into this and would request an update 	
24/103	<u>TO APPROVE minutes of the meeting held 20th January 2025</u>	
103.1	Proposed Cllr Davies, seconded Cllr Wilbraham all in favour and approved . Chair to sign minutes as an accurate record of the meeting. One abstention noted.	
24/104	<u>MATTERS ARISING</u>	
104.1	Action list provided to all (Appx 1) and accepted. Additional discussion on: Cllr Payne questioned if the Youth Working Party have considered becoming a sub-committee of the Wellbeing, Recreation and Leisure Committee? Cllr Murray noted minutes from the previous working party meeting have been shared but this item was not a subject for discussion. Item to be included on the project plan. Cllr Payne further asked if an action has been taken to improve transparency. Cllr Murray noted minutes were made available swiftly on 'Notepad' and all resources are now available on SharePoint. She confirmed all Councillors have access to SharePoint and will re-send directions how to access that technology. Cllr Davies shared that Connections Bus have been awarded a quarter of a million pounds for two new buses.	YM

	<p>Cllr Payne noted the publicity from the previous Full Council meeting has not been completed, he raised a concern that Council has not informed the community of the level of increase in Council Tax or the reasoning for that increase. Cllr Moore noted typically this would be published in Hisimp News or Hi Lights – he questioned if Council should have another vehicle. Chair noted the importance of communication and committed the Council to reviewing the mechanism by 31st March.</p> <p>Cllr Davies shared the importance of communication and questioned the mechanism without all the pressure being on the Office Team. He suggested a short-term solution is a statement on the website sharing the precept/council tax news to inform the community. Clerk to share infographic from a neighbouring Parish, if Council wish to proceed with something similar the Office is happy to draft for Finance Committee to approve.</p> <p>Cllr Crockford noted a communication group was formed and the discussion with regards to Hisimp News/Communication should be channelled through that working group.</p> <p>Resident left the meeting</p>	Clerk
24/105	<u>REPORTS TO NOTE</u>	
105.1	<p><u>County Council</u> written report February 2025 copied to all and accepted covering: Bus Franchising; Waterbeach Busway, Street Light Bulb replacement, The Core Orchard Park, Mill Road Bridge Closure, Devolution.</p> <p>Any questions for the County Councillor to be sent directly.</p> <p><u>District Councillor Report</u> written report February 2025 copied to all and accepted covering: Budget; Devolution; Firs House Surgery; Four Day week Consultation; Allotment Grants; Voice Controlled AI. Any questions for the District Councillors to be sent directly.</p>	
105.2	<p><u>Clerk's Report</u> written report provided to all (Appendix 2). Clerk verbally noted: the thermostat has been moved improving efficiency of the heating.</p>	GM/YM
105.3	<p><u>Chair's Report</u> written report provided to all and accepted (Appendix 3). Cllr Moore questioned Site Management Plans and queried if they were new. Chair noted they are not new, but the prioritisation has changed. Cllr Moore requested a copy of the draft. Chair noted some difficult emails recently and wished to thank staff, County and Parish Councillors.</p>	
24/106	<u>To Accept Committee Reports - note actions and accept</u>	
106.1	<p><u>Planning & Development</u> draft minutes 28th January provided to all and accepted. Date of next meeting 18th February 2025. Cllr Jocelyn wished to highlight an amendment to the Impington Village College 3G application, and two further controversial plans for consideration at the next meeting. Cllr Payne wished to object to the use of 'controversial', Cllr Jocelyn noted not everyone will see these as controversial, but it is a loss of Office space/employment.</p>	
106.2	<p><u>Finance, Governance & Legal</u> draft minutes 13th January provided to all and accepted. Date of next meeting 28th April 2025</p>	
106.3	<p><u>Wellbeing, Recreation & Leisure</u> draft minutes 10th February 2025 to follow. Date of next meeting to be confirmed.</p> <p>Cllr Hobbs joined the meeting. Cllr Hobbs noted the new club charges have now all been accepted.</p>	
106.4	<p><u>Dates(s) of upcoming Committee Meetings:</u> <u>Nature & Biodiversity</u> 4th March meeting postponed – not quorate <u>Highways, Drainage and Formal Spaces</u> meeting scheduled 4th February postponed, date of next scheduled meeting 8th April 2025</p>	
24/107	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 4)	
107.1	<p>To note payment of accounts under delegated approval, noted.</p>	

107.2	<p>To approve payment of outstanding accounts due. RFO verbally updated on additional invoice requiring approval: Pest Control at The Green - £150 RFO noted streetlight invoices dating back to April 2023 have now been received totalling £1900. Proposed Cllr Payne seconded Cllr Crockford, all in favour approved</p>	
107.3	<p>To report on amounts paid in, noted</p>	
24/108	<p><u>Other Matters</u></p> <p>108.1 To approve the purchase of a laptop to the cost of £345 + VAT for use by the RFO to replace the existing tower PC. The tower will no longer support updates from Microsoft from October 2025 as it cannot be upgraded to Windows 11. Cllr Legge queried if the specification of the laptop is sufficient. RFO noted accounts are now on the Cloud and the specification was from the Council approved supplier. Proposed Cllr Hobbs, seconded Cllr Crockford all in favour approved.</p> <p>108.2 To approve spend up to £8,900 + VAT to undertake necessary health and safety tree works at Homefield Park. Paper provided to all (Appendix 5). RFO noted this is health and safety work but over the delegated sum approved by Council. It has highlighted there is a limit with regards to health and safety spend, and a higher delegation would enable staff to arrange works required swiftly. Cllr Crockford queried tree management and the role of the Tree Advisor and why this tree came down. It was noted the priority of work of the Tree Advisor was works recommended from the 2023 surveys, the fallen tree had shown no sign of disease. Further works identified by the Tree Advisor have yet to be programmed. Replanting discussions are underway with HI Trees. Cllr Moore expressed support for a higher delegation for health and safety and supported Finance Committee reviewing the delegations. Proposed Cllr Carrington, seconded Cllr Leonard, all in favour, approved</p> <p>To delegate to RFO and Cllr Smith to review quotes received and approve contractor with the best terms. Proposed Cllr Hobbs, seconded Cllr Crockford, all in favour, approved</p> <p>108.3 To approve spend for traffic management training up to £700 for re-qualification of existing traffic management operatives and up to 2 further operatives. Proposed Cllr Hobbs, seconded Cllr Davies all in favour approved</p> <p>108.4 <u>Renewal of annual HR Retainer with Ashtons to approve payment</u> of £2,250 +VAT. To note last year the retainer included: review of staff employment contracts; data protection support; drafting casual worker contract; HR Health Check; review of Staff Handbook (now annualised). Proposed Cllr Legge, seconded Cllr Crockford, all in favour approved. Cllr Moore queried the percentage increase and wished for the previous price to be included within the minutes. Cllr Payne queried the appropriate procurement process depending on how long Council wish to continue the contract. Clerk to seek advice with regards to contracts with a specified period and different terms (cost, remit etc) and whether they are considered a rolling contract. Post meeting note – 2024-2025 HR Retainer cost £1800 plus VAT</p>	
24/109	<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</p> <p>Grant Policy Review/ Donation Policy Review</p> <p>To review legal advice regarding cancellation of existing SLAs</p> <p>Neighbourhood Plan Paper</p> <p>Cllr Hobbs requested Highways Drainage and Formal Spaces Committee review the informal pathway created on The Green and the provision of making it permanent</p>	

24/110	Next Full Council: Histon & Impington Parish Council Monday 17 th March 2025	
	Meeting closed: 8:29pm Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: Finance Report Appendix 5: Homefield Park Tree Works	

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