

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 20th January 2025**

9 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: Yvonne Murray (Chair), Sarah Allen, Steve Carrington, Jennifer Crockford, Neil Davies, Chris Hobbs, Simon Jocelyn, David Legge, James Leonard, Tom McKeown, Denis Payne, Sarah Smith, Joe Uttridge, Louise Wilbraham Clerk(s): Chelsea O'Brien (Clerk); Theresa King (RFO) Dist Cllr: Cahn, Hansraj, Rixon (in part) Cty Cllr Hathorn (in part) Members of Public: 14</p> <p>Chair, Cllr Murray welcomed all to the first meeting of 2025 and informed Council of the resignation of Walter Davey from Council expressing thanks for his service to Council. Cllr Murray thanked everyone for attending and highlighted the need for everyone to be heard and the need to practice active listening.</p>	
24/087	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Aga Cahn (personal), Joesph Adam (personal), Geoff Moore (personal), Edd Stonham (work)</p>	
24/088	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>None declared</p>	
24/089	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 24/094 and calendar invites emailed to all.</p>	
24/090 090.1	<p>PUBLIC PARTICIPATION</p> <p>At the request of a resident present, Chair provided a verbal update of the provision of a pump track in Histon and Impington. It was noted:</p> <ul style="list-style-type: none"> - There was no agenda item for a pump track on this agenda - The provision of a pump track is not a Parish Council project, Parish Council focus has been on precept and budget setting - There is a resident meeting organised by 'Save Histon & Impington Green Spaces' (details posted at agenda item 096.4) to assist the Council to develop the Terms of Reference for Feasibility Studies to then be input into Site Management Plans for Parish Council open spaces and wooded areas - Cllr Smith wished to clarify the purpose of the resident meeting is not an exercise for the location of a pump track but to enable Site Management Plans. Cllr Murray confirmed a pump track provision is not a focus - A site management plan is happening in parallel for The Coppice ahead of making any decisions for this green space <p>7 residents left the meeting</p> <p>Chair welcomed Alan Webb, Connections Bus Project to address Council, his update covered:</p> <ul style="list-style-type: none"> - Connection Bus charity was formed in Histon in 1994, first started parking the bus outside Tesco - Histon & Impington Parish Council developed and employed its own Youth Work Team in 2015 - 2017 Parish Council approved a transfer of staff and youth provision to Connection Bus - Termly basis agreement with the Parish Council, difficult to plan activities - Noted Parish Council attendance at Youth Sessions - In 2024 approach taken by Parish Council was to get a better understand of youth 	

	<p>provision</p> <ul style="list-style-type: none"> - Needs of the young people are the priority - Gradual process to build relationships - Mutual respect and understanding can be a long process - Connections Bus happy to work with the Parish Council to create an Action Plan and review Youth Provision for the villages <p>With agreement of Council, Chair brought forward item 096.2</p>	
24/091	<u>TO APPROVE minutes of the meeting held 18th November 2024</u>	
091.1	Proposed Cllr Legge, seconded Cllr Davies all in favour and approved . Chair to sign minutes as an accurate record of the meeting. Two abstentions noted.	
24/092	<u>MATTERS ARISING</u>	
092.1	Action list provided to all (Appx 1) and accepted. Additional discussion on: Cllr McKeown queried why an action noted at the Wellbeing Recreation and Leisure Committee (new fee for quotation work at the Recreation Ground) was not on the agenda and requested an updated timeline. Cllr Davies noted discussions are on-going with Wilby & Burnett to include work looking at 12 New Road, further clarity is required to form new fee structure. Cllr Davies noted the future of 12 New Road should be considered alongside the Recreation Ground. Cllr Davies confirmed an updated timetable will be available at the next appropriate meeting.	
24/093	<u>REPORTS TO NOTE</u>	
093.1	<u>County Council</u> written report December and January 25 copied to all and accepted covering: White Paper on Local Government; Funding to County Councils; £10 million Highways Maintenance; Bus Franchising Vote Additional discussion covered: Holiday activities and food vouchers extended; Highways maintenance budget £10 million; 2.3 million removed from this budget for HS2; unitary authorities and delivery of projects. Cllr Payne questioned if the reorganisation is optional, as based on data seen it doesn't appear to be the case. Cty Cllr Hathorn highlighted the voluntary consensus detailed within the white paper, she confirmed there is no clear path at present with no clear vision of what the unitary will look like. Dist Cllr Cahn shared Cllr Payne's view of it appears to be compulsory.	
093.2	<u>District Councillor Report</u> written report January 2025 copied to all and accepted covering: Local Government Organisation – Devolution White Paper; Increased grant funding for Electric Vehicle Chargers; Sustainable Food Network Summit; Social Care Reform; Herbert Protocol; Climate Action Fair and Eco Fair; Support for Young Carers; Net Zero Villages Grant Scheme; Council Tax increase for vacant properties; High Street Rental Auction Powers Additional discussion covered: An increase in grant funding available for Electric Vehicle charging, now up to £12,000. Open for the remainder of the financial year. Net Zero Village Grant Scheme now includes Histon and Impington – deadline 2 February 2025. Cllr Murray wished to thank HI Hub's investigation work which led to the grant being available to Histon and Impington. Cllr Cahn noted the re-organisation will impact Parish Councils and new developments on the outskirts of Cambridge. Criteria currently being discussed and clarified. Keys dates: draft proposal March 2025, full proposal September 2025. Cllr Leonard queried who is responsible for putting proposal together – Cllr Rixon confirmed it is the leader of each District, Cty Cllr Hathorn confirmed County Council need to meet a consensus. Cllr Murray wished to thank Cllr Hansraj for the accessibility to the High Street Grant.	RH
093.3	<u>Clerk's Report</u> written report provided to all (Appendix 2). Clerk verbally noted: - A record number of Christmas Trees for recycling this year and expressed thanks for Brookfield Groundcare for chipping.	

093.4	<ul style="list-style-type: none"> - Burst water pipe in the compound caused damage to the electrical equipment – now repaired - The storm mid - December resulted in a tree falling in Homefield Park causing damage to two properties in Hereward Close. Staff are working with residents to organise repairs and associated tree works. Cllr Crockford asked if the Parish Council has insurance in place, Clerk confirmed the Parish Council does have insurance in place. <p>Dist Cllr Hansraj left the meeting</p> <p>Chairman's Report written report provided to all and accepted (Appendix 3). Cllr Murray wished to highlight consistent themes that have merged, need to improve change management, ability to engage with residents at early stages of projects and have those difficult discussions.</p>	
<p>24/094</p> <p>094.1</p> <p>094.2</p> <p>094.3</p> <p>094.4</p> <p>094.5</p>	<p>To Accept Committee Reports - note actions and accept</p> <p>Planning & Development draft minutes 19th November, 12th December, 7th January provided to all and accepted. Date of next meeting 28th January 2025.</p> <p>Finance, Governance & Legal draft minutes 17th December provided to all and accepted. Minutes 13th January to follow. Date of next meeting 28th April 2025</p> <p>Cty Cllr Hathorn, District Councillors Rixon and Cahn left the meeting Cllr Carrington left the room for part of the discussion</p> <p>To Approve Grants Policy, reviewed and accepted at Finance Governance & Legal Committee 13th January 2025 (Appendix 4). Cllr Payne noted moderately complex change of rules and regulations surrounding procurement. Clear limits apply and Council needs to be aware of those. District Council Procurement Manager has provided clear guidance. A grant should be a grant with no SLAs or strings attached. Cllr Hobbs questioned how does Council define if it is a grant or contract? RFO confirmed the policy does outline the definition of a grant or contract and the tendering process linked to contracts. Cllr Smith questioned the process of amendments, Cllr Payne noted agenda item 096.1 will need to be considered as a grant, but deferring the item to allow for amendments will have no impact to Council. Cllr Carrington returned to the room Cllr Wilbraham left the meeting Cllr Murray asked Council how they would like to be kept up to speed with Committee actions. Cllr Payne noted Committee members are subject matter experts and welcomed thoughts from other Councillors how to share key information and how much information is required. Cllr Allen wished to understand enough to make an informed decision to take a vote and be accountable. PowerPoint overview on email would be sufficient. Cllr Carrington asked Cllr Payne if he would produce a training paper, Cllr Payne confirmed he would try. Proposed Cllr Payne, seconded Cllr Smith all in favour to defer to next Full Council Agenda</p> <p>Highways, Drainage and Formal Spaces draft minutes 3rd December provided to all and accepted. Date of next meeting 4th February 2025. Cllr McKeown thanked Councillors who took part in the letter drop of New Road for the informal double yellow line consultation which is now live. He also noted the launching of the online survey for the pedestrian barrier removal and encouraged all to take part</p> <p>Wellbeing, Recreation & Leisure draft minutes 25th November provided to all and accepted. Date of next meeting 10th February 2025.</p> <p>Dates(s) of upcoming Committee Meetings: Nature & Biodiversity Date of next meeting 4th March 2025</p>	<p>DWP Next agenda</p>
24/095 095.1	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 5)</p>	

<p>095.2</p> <p>095.3</p>	<p>To note payment of accounts under delegated approval, noted.</p> <p>To approve payment of outstanding accounts due. RFO verbally updated on additional invoice requiring approval: Fleet Linemaker - £299.49 + VAT (line marker paint) Proposed Cllr Hobbs, seconded Cllr Crockford all in favour, approved</p> <p>To report on amounts paid in, noted</p>	
<p>24/096</p> <p>096.1</p> <p>096.2</p>	<p><u>Other Matters</u></p> <p><u>Age UK Financial Request 2025 to consider</u> funding request of £11,000 for Community Warden Funding in Histon and Impington. Copy of letter provided to all (Appendix 6). Cllr Payne highlighted the social return and Rose Regeneration work is funded by South Cambridgeshire District Council, on-going quarterly meetings to share knowledge and best practice. Cllr Davies noted support services are almost 50% of the salary costs, does seem high and requested if a breakdown was possible. Cllr Payne confirmed this cost is covered by the District Council grant but confirmed he would try for a breakdown, but the percentage is the same as last. Cllr Smith noted the group formed to review funding requests has not reviewed this request, but urged any clarifications requested should be explored. Cllr Payne confirmed two schemes currently operating across South Cambs, AGE UK and a number of community run schemes. The quality and credibility of the Age UK set up, sickness cover, security of information, GDPR, training opportunities, the on-boarding process for clients and two weeks of no cost for new clients differentiate what AGE UK are doing. Cllr Davies queried the minimum wage paid to the Warden; Cllr Payne committed to take that back with the suggestion of the funding gap to be used to increase the Wardens salary. Cllr Leonard queried how we measure the quality of the service delivered, which is important. Cllr Payne noted this could be found in the Case Study results and the Rose Regeneration Report.</p> <p><u>Youth Provision in Histon & Impington to end of Academic Year 24/25:</u> Paper provided to all (Appx 7) detailing motions for consideration: <u>Council to consider and approve</u> the extension of the funding of Connections Bus project for four months from April to July 2025 (end of the academic year) at a cost of £8695. Since publishing the agenda, Connections Bus have confirmed a 5% increase on fees.</p> <p>Cllr Hobbs noted two decisions on the agenda for approval he detailed the work undertaken to take, covering:</p> <ul style="list-style-type: none"> - Contact with Romsey Mill, County Council, District Council and Shelford and Sawston Youth Initiative (SSYI) - Engagement with Connections Bus to support the production of an Action Plan - Action Plan to be formed with the support of professionals and young people - Engagement with Uniformed Services - This year, the focus is creating the plan for presentation to Council June 2025 <p>Cllr McKeown queried how will the delivery of the action plan in June will help Council make a decision in September? Cllr Hobbs confirmed the action plan will not help with making a decision, but information will be available to assist Council with making a decision with regards to a youth provision.</p> <p>Cllr Payne noted no notes from meetings have been provided and as a member of the Working Group he has not been kept informed. He suggested perhaps the Working Group should be a sub-committee with decision making powers and transparency with minutes and agendas. Cllr Hobbs felt to date there was no need to minute discussions simply to gather information, any decisions to be taken should be addressed at Full Council. Cllr Murray supported Cllr Payne's comments with regards to transparency and minutes of decisions. Her research on Connections Bus history with the Parish Council was difficult to track. Staff time needs to be considered if a committee structure is to be considered.</p> <p>Cllr Davies shared the concerns of Cllr Payne and Cllr McKeown and noted the timeline is tight for Council to take a decision and supported Council taking a decision at this meeting with regards to Youth Provision. A decision should not be rushed noting the long-term benefit to the Community and supported a change to the timetable.</p> <p>Cllr Smith queried the notice required by Connections Bus to ensure project planning. The</p>	<p>DWP</p> <p>DWP</p>

need for a clear decision pathway and timetable should be formed to ensure no delay to Connections Bus. She also noted the decision should be taken by Full Council, not a Committee.

Cllr Crockford noted the extensions granted to date is not good practice and lacks progress.

A decision is required for all parties for work and plan productively.

Cllr Allen noted the most important people are the young people, and they need security. A decision needs to be taken sooner rather than later to ensure the good work undertaken and relationships formed are not harmed.

Cllr Davies noted if the nature of the work is changing recruitment may be required, to timetable a decision this Summer would be impracticable.

Cllr McKeown queried if the working group had a sense of what service they would like to see from the research undertaken to date. Cllr Hobbs confirmed the Youth Working Party have a rough idea, but it is not the best idea. A tender exercise of the existing provision could be undertaken, but the pricing appears to be consistent with other providers for the current model. The working group would like to provide a beneficial provision to the young people. Cllr Murray noted different funding models available, the scope of the project and reason for extending was initially to seek if there is an alternative. Tendering exercise has not taken place as the working group are not sure the existing provision is the best provision for the young people.

Cllr Payne noted a reset and new price is required for procurement purposes. Connections Bus have confirmed they will re-price for the model required by Council.

Cllr Murray proposed an amendment to the motion: **Council to consider and approve** the extension of the funding of Connections Bus project for an initial period of four months from April to July 2025 (end of the academic year) at a cost of £9130.67 subject to discussion with the Community Action Plan Group when formed.

Cllr Hobbs suggested Council to consider funding to the end of the calendar year. Cllr McKeown noted Council discussion last month supported the academic year.

Chair suspended the meeting to allow Alan of Connections Bus to clarify what would be best for Connections Bus.

Alan spoke to confirm, timescales are a concern but no link to the academic year is required. The lead in time is the main priority to assist with project planning.

Meeting re-instated.

Cllr Hobbs proposed an amendment to the motion: **Council to consider and approve** the extension of the funding of Connections Bus project to December 2025 at a cost of £9130.67 per term. Seconded by Cllr Davies.

Cllr Murray withdrew her motion

Vote to accept amended motion

Cllr Hobbs proposed an amendment to the motion: **Council to consider and approve** the extension of the funding of Connections Bus project to December 2025 at a cost of £9130.67 per term. Seconded by Cllr Davies. 11 in favour, 1 against, 1 abstention

Cllr Payne requested reassurance the price would be subject to review before January 2026. Council needs to know the youth provision being delivered is good value for money, via the grant process. Cllr Smith highlighted the diversity of views of Councillors will differ in terms of Councillor perspective of value for money. Clarity is required in terms of what Council is approving.

Cllr Murray confirmed looking at the cost will be a priority of the Working Party with a report provided to Council, no amendment to the approved funding will be proposed throughout the year regardless of the findings. Cllr Hobbs confirmed a new proposal of costs following procurement guidelines will be presented to Council in June for implementation January 2026.

Chair suspended the meeting to allow Alan to speak.

Alan confirmed no extension to Council could be granted with regards to decision for youth provision April onwards.

Meeting re-instated.

Cllr Jocelyn requested a minimum of a term of notice is provided to Connection Bus

<p>096.3</p> <p>096.4</p> <p>096.5</p>	<p>Motion taken to vote: Cllr Hobbs proposed an amendment to the motion: Council to consider and approve the extension of the funding of Connections Bus project to December 2025 at a cost of £9130.67 per term. Seconded by Cllr Davies. 11 in favour, 1 against, abstention, approved</p> <p>Cllr Murray asked Council of the source of the amount (£22,000) for Youth Provision, Cllrs Legge and Davies assumed it was linked to the resident youth worker costs moving over to Connections Bus.</p> <p>Council to approve Youth Provision Group to complete draft Community Action plan for Youth Provision in Histon and Impington by June 2025. Cllr Allen suggested the word draft is removed to ensure a decision is made.</p> <p>Cllr Murray proposed an amended motion: Council to approve Youth Provision Group to complete Community Action plan for Youth Provision in Histon and Impington by June 2025. Proposed Cllr Carrington seconded Cllr Hobbs all in favour</p> <p>Motion taken to vote: Council to approve Youth Provision Group to complete Community Action plan for Youth Provision in Histon and Impington by June 2025. Proposed Cllr Hobbs seconded Cllr McKeown all in favour, approved</p> <p>2025-2026 Precept: Motion: To approve recommendation to request precept for 2025-2026 from South Cambridgeshire District Council of £455,489.17 an increase of 3%, making the figure £133.32 per annum on a Band D property (an increase of £3.89), with Council Tax rates continuing to be equal for the two parishes. Supporting paper provided to all (Appx 8). Cllr Murray wished to thank all Committee Chairs throughout the critical friend process. 56 responses to the finance survey this year, Finance Governance Legal Committee to review next steps and the next meeting.</p> <p>Cllr McKeown asked why just 3% is being considered, did the Committee consider a loss opportunity cost of not going with a higher percentage to meet project deliveries? Small increments will be increasingly hard to catch up, looking online an 8.5% increase nationally was noted. RFO noted the ambitions of the Finance Committee is to reduce reserves. She queried the lost opportunities noting all projects within the 3-year plan for the coming year were budgeted for. A 10-year forecast is being worked on. The more thorough the 3-year plans are, the better the Council can budget. The practicality also needs to be considered in terms of staff and Councillor time to complete projects. Cllr Payne noted the figure needs to be smoothed out, but the 3 years plans submitted evidence this increase was appropriate at the point. Cllr Legge noted the Finance Committee discussed a higher percentage, but if there is a reason to increase the precept this needs to be supported by a paper or business case. Proposed Cllr Payne, seconded Cllr Davies all in favour, approved</p> <p>To Note: Resident meeting taking place to receive input into drafting Site Feasibility Study Terms of Reference: Thursday 6th February, 7pm, Homefield Community Centre.</p> <p>To approve spend of £40 from Chairs Allowance to allow for two Parish Council attendances at the monthly market in the Methodist Church. Business Case paper provided to all for further context (Appx 9). Proposed Cllr Hobbs seconded Cllr Carrington all in favour, approved</p>	
<p>24/097</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</p>	
<p>24/098</p>	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 17th February 2025</p>	
	<p>Meeting closed: 9:21pm</p>	

	<p>Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: Grants Policy Appendix 5: Finance Report Appendix 6: Age UK Grant request Appendix 7: Youth Provision Appendix 8: Precept Appendix 9: Request to spend from Chairs Allowance</p>	
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