

**NOTICE OF MEETING:** **HISTON & IMPINGTON PARISH COUNCIL**  
**TIME:** **7.30pm**  
**DATE:** **Monday 16<sup>th</sup> June 2025**  
**VENUE:** **Community Room, Recreation Ground**

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions would be appreciated

Mrs Chelsea O'Brien – Clerk/Proper Officer to Histon & Impington Parish Council  
11<sup>th</sup> June 2025

Members: 19 Quorum: 7

**AGENDA FRONT SHEET**



	<b>** Refreshments served from 7pm**</b>	
25/022	<b><u>To Receive and Approve Apologies for Absence</u></b>	
25/023	<b><u>To Receive Declarations of Interests and Dispensations</u></b> <b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b> <b>To receive</b> written requests for dispensations for disclosable pecuniary interests (if any) <b>To grant</b> any new requests for dispensation as appropriate	
25/024	<b><u>Date(s) of next Committee Meetings</u></b> 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 25/029 and calendar invites emailed to all	
25/025	<b><u>Public Participation</u></b> <i>Standing Order 3f: The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.</i> <i>Standing Order 3g: Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.</i> <i>Standing Order 3h: In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.</i>	15 Mins
25/026	<b><u>To Approve minutes of the meeting held 19<sup>th</sup> May 2025 attached</u></b>	<b>For Decision</b>
25/027	<b><u>Matters Arising from Previous Meetings – for information only</u></b> <b><u>Actions List – attached</u></b> Any other Matters Arising to report	5 Mins  <b>To note</b>
25/028	<b><u>To Receive Reports – for information only</u></b>	15 Mins
028.1	<b><u>Monthly reports</u></b> from County and District Councillors – <b><u>attached</u></b>	
028.2	<b><u>Clerk's Report</u></b> – no report available this month	

028.3	<b><u>Chair's Report –attached</u></b>	
25/029	<b><u>To Accept Committee Reports</u></b> - note actions and accept	10 Mins
029.1	<b><u>Planning &amp; Development</u></b> draft minutes 20 <sup>th</sup> May <b><u>attached</u></b> . Date of next meeting 1 <sup>st</sup> July 2025. Election of Committee Chair to take place 1 <sup>st</sup> July	
029.2	<b><u>Wellbeing, Recreation &amp; Leisure</u></b> draft minutes 2 <sup>nd</sup> June <b><u>attached</u></b> . Date of next meeting 23 <sup>rd</sup> June 2025. Cllr Hobbs elected as Chair, Cllr Davies elected as Deputy Chair	
029.3	<b><u>Highways, Drainage and Formal Spaces</u></b> draft minutes 2 <sup>nd</sup> June <b><u>attached</u></b> . Date of next meeting 8 <sup>th</sup> July 2025. Cllr McKeown elected as Chair, Cllr Adam elected as Deputy Chair	
029.4	<b><u>Finance, Governance &amp; Legal</u></b> draft minutes 2 <sup>nd</sup> June <b><u>attached</u></b> . Date of next meeting 29 <sup>th</sup> September 2025. Cllr Payne elected as Chair, Cllr Stonham elected as Deputy Chair	
029.5	<b><u>Employment &amp; Development Committee</u></b> draft minutes 2 <sup>nd</sup> June <b><u>attached</u></b> . Date of next meeting TBC. Cllr Murray elected as Chair, Cllr Stonham elected as Deputy Chair	
029.6	<b><u>Nature &amp; Biodiversity Committee Proposal for interim arrangement for Nature &amp; Biodiversity Committee:</u></b> To consider for the remainder of the Council year, Cllr Smith and RFO along with any other Councillors interested in a project to continue to progress operational items in the meantime reporting to Full Council as needed. <b><u>Paper attached</u></b>	For Decision
25/030	<b><u>To Receive Finance &amp; Administration Report</u></b>	10 Mins
030.1	<b>To note</b> payment of accounts under delegated approval – see RFO Report <b><u>attached</u></b>	For Decision
030.2	<b>To approve</b> payment of outstanding accounts due– RFO Report <b><u>attached</u></b>	For Decision
030.3	<b>To report</b> on amounts paid in	
030.4	<b>To resolve</b> to approve the Annual Governance Statement by resolution – <b><u>attached</u></b>	All For Decision
030.5	<b>To consider</b> the Accounting Statement – <b><u>attached</u></b>	
030.6	<b>To resolve</b> to approve the Accounting Statement, to be signed by the Chair of the meeting	
030.7	<b>To accept</b> receipt of Internal Audit Report <b><u>attached</u></b>	
25/031	<b>Other Matters</b>	25 Mins
031.1	<b><u>Correspondence received from Histon Hornets</u></b> – request for financial support from the Parish Council towards the community requirement of £50,000 for the 3G pitch at Impington Village College <b><u>letter attached</u></b>	For Decision
031.2	<b><u>To consider authorising expenditure for replacement shower heads to four Changing Rooms at the Recreation Ground centre</u></b> existing shower heads (18 of them) are 19 years old and no longer efficient. Contractor 1: £3040 +VAT Contractor 2: £2750 Recommendation from office to proceed with contractor 2	For Decision
031.3	<b><u>Youth Provision Working Group</u></b> verbal update for information only	
25/032	<b><u>Communicating the June Full Council Meeting and Request Matters For Next Agenda/s:</u></b>	5 mins
25/033	<b><u>Next Full Council:</u></b> Monday 21 <sup>st</sup> July 2025	

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 19<sup>th</sup> May 2025**

## Annual Meeting Minutes

<b>Agenda No:</b>	<p>Present: <b>Cllrs:</b> Yvonne Murray (opened the meeting as Chair), Joseph Adam, Aga Cahn, Steve Carrington, Neil Davies, Tom Hindley (co-opted during the meeting), Christopher Hobbs, Simon Jocelyn, David Legge, Owen Leonard, Tom McKeown, Geoff Moore, Denis Payne, Edd Stonham, Joe Uttridge, Louise Wilbraham</p> <p><b>Dist Cllrs:</b> Martin Cahn, Sunita Hansraj, James Rixon (in part)</p> <p><b>Cty Cllrs:</b> Ros Hathorn (in part)</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King</p> <p><b>Member of Public:</b> 1 members of public</p>	<b>Action/ Power</b>
25/001	<p><b>ELECTION OF COUNCIL CHAIR</b></p> <p>Cllr Carrington proposed Cllr Murray as Chair, seconded Cllr Payne. Prior to the vote, Cllr Murray shared with Council an infographic promoting teamwork, collaboration and priorities and asked Councillors to consider prior to voting. No further nominations received; vote was taken. By show of hands all in favour to elect Cllr Murray as Chair. <b>Motion carried</b></p> <p>Cllr Murray signed the Declaration of Office and took the position of Chair.</p> <p><b>ELECTION OF COUNCIL VICE CHAIR</b></p> <p>Cllr Hobbs proposed Cllr Stonham, seconded Cllr Uttridge. No further nominations received; vote was taken. By show of hands all in favour to elect Cllr Stonham as Vice Chair. <b>Motion Carried</b></p> <p><b>REGISTER OF INTEREST FORMS</b></p> <p>Councillors received paper copies of their register of interests forms. These are to be reviewed individually and returned to the office.</p>	
25/002 002.1	<p><b>TO CO-OPT TO COUNCIL</b></p> <p>Noting 1 vacancy from the resignation of Mr W Davey. One applicant present, Mr Hindley thanked Council for the opportunity and noted his co-opted role on the Highways Drainage and Formal Spaces Committee.</p> <p>Cllr Payne proposed, seconded Cllr Moore, all in favour to co-opt Mr Tom Hindley to Council. Cllr Hindley signed his Acceptance of Office form and was provided with a Register of Interests Form to complete within 21 days.</p>	
25/003 003.1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies from Cllr Jennifer Crockford (personal), Cllr Sarah Smith (personal) and Cllr Sarah Allen (personal)</p>	
25/004 004.1	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>Payment to HI Friends on Finance Report – Cllrs Payne, Stonham, Davies and Uttridge declared a pecuniary interest</p> <p>Payment to Berrycroft – Cllr Carrington declared a pecuniary interest.</p>	
25/005 005.1	<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 25/010 and calendar invites emailed to all. Annual Calendar of meetings presented at item 25/015 for approval.</p>	

25/006 006.1	<b>PUBLIC PARTICIPATION</b> No request to speak	
25/007 007.1	<b><u>TO APPROVE minutes of the meeting held 17<sup>th</sup> March 2025</u></b>  Proposed Cllr Stonham, seconded Cllr Leonard majority in favour to accept as a true and accurate record of the meeting. Two abstentions noted	
25/008 008.1	<b><u>To note minutes of the Annual Parish Meetings held Monday 12<sup>th</sup> May 2025</u></b>  APM minutes provided, it was noted they were not watermarked as draft. Cllr Carrington wished to thank Committee Chairs for their presentations  With agreement of Council, Chair brought forward item 016.2 County and District Report and 016.3 Clerks Report	
25/009 009.1	<b><u>MATTERS ARISING</u></b>  Actions List provided to all and noted ( <b>Appendix 1</b> ) <b>24/048.1 Garden Walk Flooding</b> Mr Rixon provided a verbal update; following a tender process, a land drain is being installed on the school land, work commenced on site 19 <sup>th</sup> May 2025. Metrics of success have not been confirmed. Resident has been advised to pursue legal action regarding the formal complaint to the County Council. Progress with the Environment Agency appeal for a sewage connection also now underway. <b>24/117.1 Communications</b> - item features on the agenda, agree to close <b>24/118.4 ATM Protection Planter</b> – update provided under Clerk Report agenda item 016.3	
25/010 010.1 010.2 010.3 010.4 010.5 010.6	<b><u>TO ACCEPT COMMITTEE REPORTS</u></b>  <b><u>Planning &amp; Development Consultation Committee</u></b> draft minutes 1 <sup>st</sup> April and 29 <sup>th</sup> April provided to all and accepted. Next meeting due Tuesday 20 <sup>th</sup> May to elect Committee Chair  <b><u>Finance, Governance and Legal Committee</u></b> – draft minutes 28 <sup>th</sup> April provided to all and accepted. Next meeting due Monday 2 <sup>nd</sup> June to elect Committee Chair  <b><u>Highways Drainage and Formal Spaces</u></b> draft minutes 22 <sup>nd</sup> April provided to all and accepted. Next meeting due Monday 2 <sup>nd</sup> June to elect Committee Chair  <b>Dates of upcoming Committee meetings:</b> <b><u>Wellbeing, Recreation and Leisure Committee</u></b> next meeting due Monday 2 <sup>nd</sup> June to elect Committee Chair <b><u>Nature &amp; Biodiversity Committee</u></b> next meeting due Monday 2 <sup>nd</sup> June to elect Committee Chair <b><u>Employment &amp; Development Committee</u></b> next meeting due Monday 2 <sup>nd</sup> June to elect Committee Chair	
25/011 011.1  011.2	<b><u>TO REVIEW AND ACCEPT</u></b>  <b>Delegation arrangements to committees, sub committees, staff and other local authorities:</b> Copy provided to all for review ( <b>Appendix 2</b> ). Cllr Payne noted work is required to refine the Delegation and ensure the terminology is consistent with the new Financial Regulations. Cllr Payne proposed work to refine is delegated to the Finance Chair working with the Clerk and RFO but to approve what is presented. Proposed Cllr Payne, seconded Cllr Stonham, majority in favour, 1 abstention noted, <b>approved</b> .  <b>Terms of Reference for Committees:</b> Copy provided to all ( <b>Appendix 3</b> ) to be reviewed and accepted at relevant Committee meetings. All agreed to remove the reference to Public and Press. Proposed Cllr Payne, seconded Cllr Stonham, majority in favour, 1 abstention noted. <b>approved</b>	<b>Review Required</b>

25/012	<b>TO CONFIRM APPOINTMENT</b>	
012.1	<p><b>Proper Officer</b> –Mrs C M O'Brien  <b>Responsible Financial Officer</b> – Mrs T King  <b>Internal Auditor</b> – Heelis and Lodge – Heather Heelis</p> <p>Three items taken to vote collectively, proposed Cllr Hobbs, seconded Cllr Uttridge, majority in favour, 1 abstention noted <b>approved</b>.</p>	
25/013	<b>TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED EXISTING COMMITTEES</b>	
013.1	<p><b>Employment and Development</b> 5+2 ex officio –. Membership: Cllr Carrington, Cllr Legge, Cllr Smith, Cllr Hobbs, Cllr Stonham, Cllr Murray. 1 vacancy</p> <p><b>Nature and Biodiversity</b> 6+2 ex officio – Membership: Cllr Adam, Cllr Smith, Cllr Stonham, Cllr Murray. 4 vacancies. It was noted this Committee would not be quorate noting two members are ex officio. Item for June agenda to discuss future of Committee. Election of Committee Chair will not take place on the 2<sup>nd</sup> June.</p> <p><b>Finance, Governance and Legal</b> 6+2 ex officio – Membership: Cllr Davies, Cllr Legge, Cllr Leonard, Cllr Payne, Cllr Moore, Cllr Stonham, Cllr Murray. 1 vacancy</p> <p><b>Highways, Drainage and Formal Spaces</b> 6+2 ex officio – Membership: Cllr Adam, Cllr McKeown, Cllr Moore, Cllr Leonard, Cllr Hindley, Cllr Stonham, Cllr Murray. 1 vacancy</p> <p><b>Planning and Development Consultation</b> 8+ 2 ex officio - Membership: Cllr Cahn, Cllr Leonard, Cllr Allen, Cllr Jocelyn, Cllr Payne, Cllr Crockford, Cllr Carrington, Cllr Stonham, Cllr Murray. 1 vacancy</p> <p><b>Wellbeing, Recreation and Leisure</b> 8+2 ex officio – Membership: Cllr Wilbraham, Cllr Uttridge, Cllr Allen, Cllr Davies, Cllr Hobbs, Cllr Carrington, Cllr Stonham, Cllr Murray. 2 vacancies</p>	
013.2	<p><b>To receive nominations for Officers:</b>  <b>Allotment-</b> Cllr Moore  <b>Rural Footpaths-</b> Cllr Moore  <b>Playground and open space Inspector-</b> Cllr McKeown and Head Parish Ranger  <b>Tree Advisor-</b> D Fisher (contracted until September 2025)  <b>County Council Highways Co-Ordinator</b> - all agreed to remove noting online reporting system  <b>Youth Liaison</b> – Cllr Wilbraham</p>	
013.3	<p><b>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task &amp; Finish Groups as required.</b> Convener in bold.</p> <p><b>Youth Shelter Task &amp; Finish</b> – agreed to amalgamate into Youth Provision Working Group  <b>Cambridge Science Park North (CSPN) - Cllr Payne</b>, Cllr Moore, Cllr Stonham, Cllr Hobbs, Cllr Allen, Cllr Murray, Cllr McKeown, Cllr Davies, Cllr Carrington  <b>Recreation Development Group – Cllr Davies</b>, Cllr Carrington, Cllr Hobbs, Cllr Stonham, Cllr Uttridge, Cllr Murray + Club representatives  <b>Neighbourhood Plan Review – Cllr Murray</b>, Cllr Smith, Cllr Stonham, Cllr McKeown, Cllr Hobbs, Cllr Moore + 6 residents  <b>Youth Provision Working Party – Cllr Wilbraham</b>, Cllr Hobbs, Cllr Murray, Cllr McKeown, Cllr Davies, Cllr Allen, Cllr Payne, Cllr Carrington  <b>Financial Request Review Working Group</b> – agreed to disband noting no longer required with updated procurement process and grants policy in place  <b>IVC Liaison – Cllr Murray</b>, Cllr Carrington, Cllr McKeown  <b>Communications – Cllr Payne</b>, Cllr McKeown, Cllr Davies, Cllr Stonham, Cllr Hobbs, Cllr Murray, Cllr Moore. Cllr Davies urged the Council to consider employing a Communication Officer to take the pressure off the staff team and improve Council communications.</p>	

<b>25/014</b>	<b>TO REVIEW AND ACCEPT</b>	
<b>014.1</b>	<b>Standing Orders and Financial Regulations (Appendix 4)</b> – Clerk informed all of new Standing Orders and Financial Regulations which have been reviewed by Staff (Financial Regulations reviewed by Finance Committee) with amendments made in line with previous version where possible, noting new procurement rules and regulations are also featured. Proposed Cllr Stonham, seconded Cllr Legge all in favour to accept, <b>approved</b>	
<b>014.2</b>	<b>Arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses</b>	
<b>014.3</b>	<b>Representation on or work with external bodies:</b> <b>Histon &amp; Impington Town Charity:</b> Max Parish, Brian Ing, Marian Cleaver and Cllr Moore an observer <b>IVC Liaison:</b> Cllr Carrington <b>HI Hub:</b> Cllr Tom McKeown <b>Community Land Trust:</b> Cllr Moore, Cllr Cahn <b>Youth Liaison:</b> Cllr Wilbraham <b>Age UK:</b> Cllr Payne, Cllr Murray, Max Parish, Marian Cleaver <b>Histon &amp; Impington Green Spaces Observer:</b> Cllr Smith	
<b>014.4</b>	<b>Inventory of land and other assets including buildings and office equipment</b>	
<b>014.5</b>	<b>Arrangements for insurance cover in respect of all insurable risks</b>	
<b>014.6</b>	<b>Council's and/or staff subscriptions to other bodies</b>	
<b>014.7</b>	<b>Council's complaints procedure</b>	
<b>014.8</b>	<b>Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b>	
<b>014.9</b>	<b>Council's policy for dealing with the press/media</b>	
<b>014.10</b>	<b>Council's employment policies and procedures</b>	
<b>014.11</b>	<b>Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</b>  Papers provided to all ( <b>Appendix 5</b> ) for review and recommendation. Vote was taken collectively at the end of the item. Proposed Cllr Stonham, seconded Cllr Legge, all in favour and <b>approved</b>	
<b>25/015</b>	<b>To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council; to determine scheduled dates for Committees up to the next annual meeting</b>	
<b>015.1</b>	Annual Calendar provided to all ( <b>Appendix 6</b> ). Proposed Cllr Uttridge, seconded Cllr Davies all in favour, <b>approved</b>	
<b>25/016</b>	<b>TO RECEIVE REPORTS</b>	
<b>016.1</b>	<b>Annual report from Histon &amp; Impington Parish Council, (Appendix 7)</b> including Chair's Annual Report and Finance Report as presented at the Annual Parish Meetings provided to all and accepted. Copies are available from the Office and final version will be uploaded to <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a> . Reports required from Employment and Development and Finance, Governance and Legal Committee, to be added once complete	
<b>016.2</b>	<b>Annual and/or monthly reports from County and District Councillors.</b> Annual County Councillor report provided to all and accepted. Cty Cllr Hathorn thanked all that voted for her in the recent election. She noted it will a Liberal Democrat majority at County Council, seat lost in Yaxley (most Northern seat) could cause difficulties. - Busway Safety Team – meeting expected. It was noted it was likely some access points would be lost to increase safety and reduce people walking onto the busway - Anti-Social Behaviour – increase in Orchard Park and Kings Meadow noted. Meeting arranged with District Councillors, Clarion House and a representative of the MP's Office. All were encouraged to report. Clerk queried if there was a pattern of arson, not noted as a pattern of anti-social behaviour. Cllr Legge queried if this was a seasonal issue, Cty Cllr Hathorn noted it is more noticeable in the Spring/Summer months with lighter evenings.	

016.3	<p>- Cllr Payne asked members who has a landline telephone and if they have heard of digital voice. Cllr Hathorn updated all on changes to landline phones noting copper lines will be switched off by January 2027, it will be a phased approach, letters are being sent to all households that require action. Chair wished to congratulate Cty Cllr Hathorn on her re-election.</p> <p><b>Monthly District Report</b> to be circulated on email by the Clerk. Dist Cllr Rixon congratulated Cty Cllr Hathorn and went on to detail:</p> <ul style="list-style-type: none"> <li>- Zero Carbon Community Grant between £2k and 15k applications welcome</li> <li>- Allotment Improvement grants up to £10k</li> </ul> <p>= Biodiversity Webinar details included with the monthly report Cllr Payne noted a session on Wednesday 21<sup>st</sup> May at 5pm to ask questions regarding the Zero Carbon Community Grant.</p> <p><b>Clerk's Report</b> provided to all and accepted (<b>Appendix 8</b>). Clerk updated on: <b>ATM Protection Planter</b> – SCDC have confirmed the SCDC Accessibility Team have been tasked to review the site. Following the feedback from the review and possible relocation of the planter, the Office staff would plant up the planters. Interest has been expressed from community groups, it was noted Camel Development are responsible for the planter, Parish Council are responsible for the plants only Planning application at School Hill submitted by Stir for decking has now lapsed, final invoice from the solicitor on the Finance Report for payment. Project is now closed.</p>	
25/017  017.1  017.2  017.3  017.4  017.5	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 9)</b></p> <p>Cllrs Payne, Davies, Stonham, Uttridge and Carrington all declared a pecuniary interest and 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. RFO verbally informed all of one additional payment to the value of £288.00 + VAT for payroll services. Proposed Cllr Hobbs, seconded Cllr Legge, all in favour and <b>approved</b>. Cllrs Payne, Davies, Stonham, Uttridge and Carrington returned to the meeting.</p> <p><b>To report</b> on amounts paid in and other correspondence, noted</p> <p><b>To note completion of Risk Assessment Review April 2025</b>, noted.</p> <p><b>To approve</b> continuation of Direct Debits for 2025-26 (<b>Appendix 10</b>). Proposed Cllr McKeown, seconded Cllr Payne all in favour, <b>approved</b></p>	
25/018  018.1	<p><b>RECENT CORRESPONDENCE</b></p> <p>None received</p>	
25/019  019.1  019.2	<p><b>OTHER MATTERS</b></p> <p><b>Resolution: To Reconfirm Use of General Power of Competence:</b> Agreeing that Council has the required electoral mandate (2/3 of the total number of members elected) and that the Clerk holds the Certificate in Local Council Administration, passed in October 2014. Proposed Cllr Legge, seconded Cllr Leonard, all in favour, <b>approved</b>.</p> <p><b>Histon &amp; Impington Feast Market 29<sup>th</sup> June 2025</b> invitation to book a stall received. Cllr Hobbs questioned if the Feast Market is a valuable resource for information. Clerk confirmed if Council has a project requiring feedback, it is a good mechanism for community feedback. Cllr Payne supported the view of the Clerk, but urged Council to consider a stall noting those attending are taxpayers and deserve a focal point and mechanism to engage with Councillors. Cllr Davies noted a wider point that Councillors are extremely busy working, volunteering and with busy family lives and noted the role of a Communications Officer would relieve pressure to prepare the information and engage with the community in a proactive manner, supported by Cllr Carrington and Murray. Cllr Carrington noted some projects do not</p>	

019.3	<p>receive the relevant support as not communicated through the correct channels. Cllr McKeown supported having a stall to support collaboration and to encourage discussion and communication, supported by Cllr Moore who added it is critical the Parish Council is visible and any opportunity to interface with the electorate is essential. Cllr Hobbs noted the importance of content and questions Council needs to ask the community. Cllr Wilbraham noted the presentation boards at the Annual Parish Meeting are sufficient to display. Cllrs Wilbraham, Carrington, Hobbs, Murray, Payne, Adam, Cahn and Hindley volunteered to help on the day of the Feast Market. It was suggested District and County Councillors could also be invited to attend. Cllr Carrington to work with Office team on a rota and collating content. <b>Agreed</b> to purchase two stalls.</p> <p><b>Recreation Development Group</b>  <b>Motion: Histon &amp; Impington Parish Council agree to accept the quote of £7,995 +VAT from Northmores for the delivery of a master concept study for the Recreation Ground as detailed in the Parish Council letter dated 19<sup>th</sup> March. Report provided to all (Appendix 11).</b>  Proposed Cllr Davies, seconded Cllr Hobbs all in favour, <b>approved</b> to appoint Northmores for the delivery of a master concept study for the Recreation Ground at a cost of £7995 + VAT</p>	
25/020	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p>Chair, Cllr Murray working with the Clerk to draft website article  <b>Next Agenda:</b>  To accept Annual Governance and Accountability Return; To note receipt of Internal Audit Report; Youth Provision Update</p>	
25/021	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Monday 16<sup>th</sup> June 2025</p>	
	<p><b>Meeting closed: 8:54pm</b></p>	



Item ref	Detail	Target Completion Date	Responsible	Status	Outcome
<b>Oct-23</b>					
23/055.9	Letter to Hain Daniels following resident meeting	Not required	Resident Group/YM	Resident group will advise when to send letter	
<b>Sep-24</b>					
24/048.1	Garden Walk - Flooding	Not required	Clerk	To remain open until advised by resident to close	
<b>Jan-25</b>					
	Training Paper	To be circulated once complete	DWP	In progress	
24/096.2	Review of Youth Provision and creation of an Action Plan	July Full Council	Youth Working Group	Verbal update at June Full Council, presentation of paper at July	
<b>Mar-25</b>					
24/118.4	ATM Planter - SCDC Accessibility reviewed site and repositioned planters.		Office Team	Project finished	Item closed

# COUNTY COUNCILLOR'S REPORT JUNE 2025



Ros Hathorn, 76 Cambridge Road, Impington, Cambridge CB24 9NU

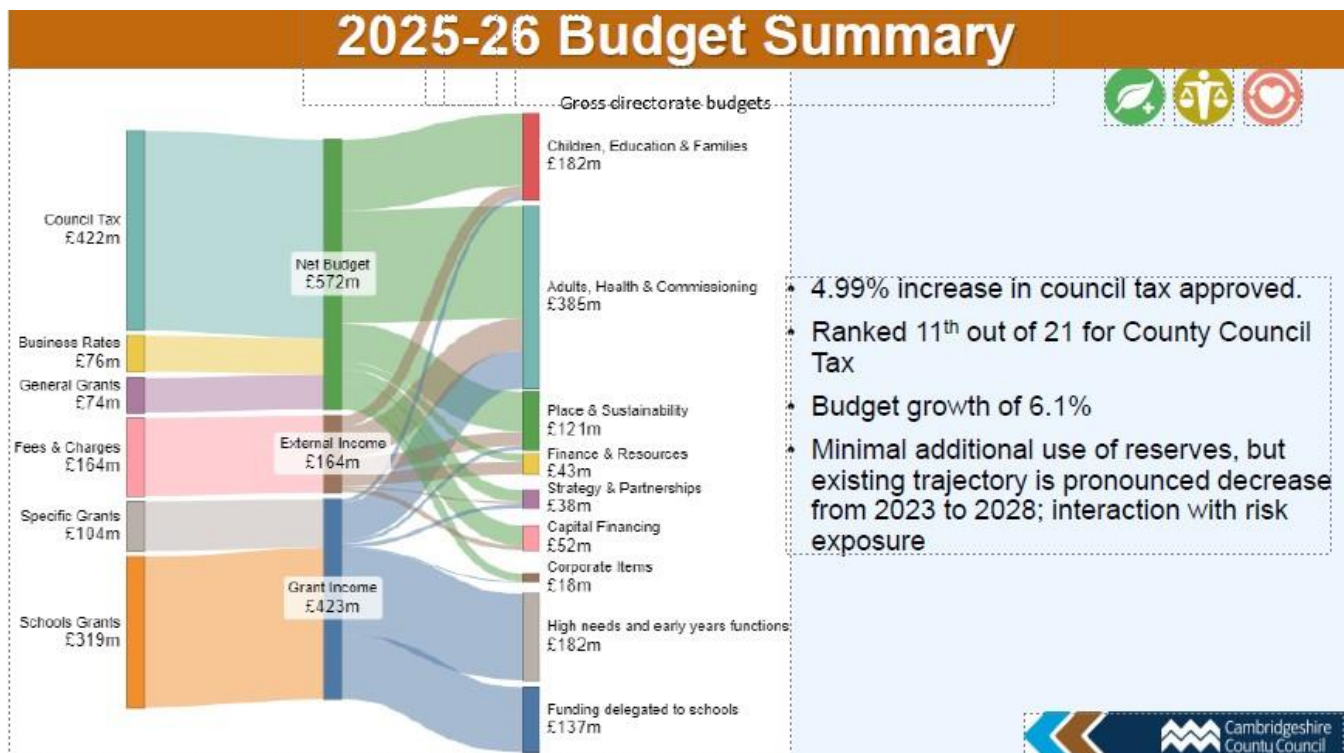
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<https://hiopcouncillors.wordpress.com/>

**CONTENTS:** *County Council spending; Local Nature Recovery Plan; Busway safety; Police, MP, Kings Meadow and anti social behaviour; Milton County Park Parking, Food Waste, ICBs, SEND, Darwin Green School, Appointments*

**County Council** As an introduction to the county council we have received a number of briefing notes. I thought this was helpful.



**Local Nature Recovery Plan** This will be going to the Combined Authority next week. Over summer possibly early autumn there will be a public consultation. I strongly recommend if you're interests in this area to engage with this. Broadly it looks at where there is already nature and how that can be nurtured, supported, enhanced and expanded. It's an important document for Cambridgeshire.

**Busway safety** a paper is coming to Highways and Transport committee on Tuesday 17 June in response to the recent £6m fines by the Health and Safety Executive and the 3 deaths and other incidents on the busway proposing fencing the length of the busway. There are also proposals to find a solution to access issues for cyclists and pedestrians when the maintenance track is flooded towards St Ives.

## COUNTY COUNCILLOR'S REPORT JUNE 2025

This is a major issue for Histon, Impington and Orchard Park as in the northern busway (where the busway remains unfenced) we have the most intimate relationship with the busway. We use it to travel within our communities and it is often adjacent to people's homes. It is heavily used for recreational amenity. The measures will close the informal crossing points meaning the only crossing points here will be at Station Road/ Cambridge Road, Gatehouse Road, Orchard Park west area, and the St Audreys formal pedestrian crossing.

I have posted about this on Histon and Impington facebook groups (I can't post in Orchard Park unfortunately). I am gathering comments and intend to raise both the major themes from local debate and my concerns about how the busway is managed. I want to secure public commitments from the council to hold face to face community engagement in Histon, Impington and Orchard Park, to create a clearly publicised accident reporting mechanism for all busway users, to have a formal mechanism where requests for improvements are considered and for improved CCTV. Lighting remains an issue we should campaign for.

**Police, MP, Anti Social Behaviour Kings Meadow** I organised a meeting with the MP, police, Clarion housing and District councillors Sunita Hansraj and Martin Cahn to discuss anti social behaviour and specific issues in Kings Meadow. We identified a number of Kings Meadow specific concerns including bulky waste and litter, street and pavement sweeping, highways maintenance and maintenance of the green spaces. Further meetings are being scheduled.

More broadly it highlighted concerns across the division. Anti social behaviour and crime are escalating in different and specific ways. Police advised they were not seeing this in their data and were not able to deploy resource accordingly. They encouraged everyone to report any incidents, even just observations of something that may look like a drugs deal or bike theft. Reports rarely lead to criminal prosecutions but they alert the police to trends such as increasing anti social behaviour in an area which in turn allows the police to prioritise locating officers in certain areas.



*Discussing the issues*

It was clear that there are real challenges in South Cambridgeshire policing, they have a really challenging area to manage (large, sprawling, lots of villages) they also have significant numbers of graduate trainees who attend training at the same time, meaning they require a lot of cover. This issue is now at least 2 years old and it is disappointing that we see no progress. Further meetings are planned as there is a lot more work needed in this area but please report, report, report.

**Milton Country Park Parking** working with Cllr Bradnam who represents Milton we raised issues flagged to us about the new parking system at Milton Country Park. People were complaining about unfair ticketing and issues with payment machines. The country park advised that they have ironed out some initial glitches and the system is now operating more fairly. Please carefully read the rules and don't hesitate to get in touch if you feel you've been treated unfairly, if

## COUNTY COUNCILLOR'S REPORT JUNE 2025

you get in touch with the country park within 24 hours they can rescind tickets. If later do raise it with me and I will try to get action.

Milton Country Park were reluctant to issue a clear statement and attempt to proactively manage the situation. I think this would have helped.

**Food waste** as the County Council's RECAP board member we recently discussed weekly food waste collections. Which will be rolled out across the county January to June next year. The county council will manage the food waste, the District Council will be managing the collection of the waste, communications and information. The caddies will be silver/grey. I really look forward to not having smelly food waste in my green bin.

**Pressures ahead for Integrated Care Boards (ICBs)** NHS England has published what has been described as a 'draft blueprint of the future model of ICBs'. These local boards are responsible for planning, funding, and commissioning NHS services for their local populations.

Spending per head by ICBs, which varies across the country from £49 to just under £21, will be cut to £18.76. Plans on how ICBs will meet this new target should have been submitted by 30 May.

There will also be a shift in the functions of ICBs, including to neighbourhood health providers. Boards were told in March they must cut their running costs by around half by October 2025 and to focus on reducing duplication when making cuts. Health minister Karin Smyth recently revealed that no impact assessment had been conducted of the decision to reduce ICB running costs.

**Special educational needs and disabilities inspection** National inspectors from Ofsted and the Care Quality Commission (CQC) last month published their report on provision for children and young people with special educational needs and disabilities (SEND) in the county.

The County Council and the NHS are jointly responsible for the planning and commissioning of these services as part of the Cambridgeshire Area SEND Partnership, for children and young people with SEND in Cambridgeshire. The partnership has been given the middle rating of three possible outcomes.

The inspectors highlighted several areas of good practice, including a clear and coherent strategy, the capacity to improve provision, and strong relationships across the partnership. It made five recommendations for improvement:

1. Improved timeliness and quality of Education Health & Care Plans.
2. Improved access and shorter waiting times for specialist mental health pathways and neurodevelopmental assessments.
3. Better opportunities for 'co-production' with children and young people with SEND, so their voices and views are more fully included.
4. Improved support for children and young people with SEND as they prepare for adulthood, especially in mainstream schools.
5. Better communication of the local area partnership's offer, so that schools, services and families know about and understand what the area seeks to provide.

# COUNTY COUNCILLOR'S REPORT JUNE 2025

The council has already invested £500,000 to manage the increased demand for Education Health & Care Plans and approved a further £920,000 annual investment in February this year. The full report is at <https://files.ofsted.gov.uk/v1/file/50276860>

**Darwin Green Secondary school** a recent meeting identified that development plans for the new school are continuing with a proposed opening date of 2028 at the latest. The County Council has provided a number of confusing statements on this but there is progress.


**Appointments** I will be taking on the following roles at the county council. Chair of the Environment and Green Investment Committee, Vice Chair of the Shareholders Sub Committee, RECAP board member (Cambridgeshire and Peterborough's waste partnership). Advisor on Natural Cambridgeshire's board.

## INFORMATION

**Report a Highways fault** If you see a problem; blocked gully/ drain, pot hole or other Highways issue please report it

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

**Adult care assessment** Call centre: [0345 045 5202](tel:03450455202) 8am - 6pm Mon to Fri, 9am - 1pm Sat  
<https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/care-needs-assessment> Do get in touch with problems, questions or concerns.

Who does what?		Combined Authority	County Council	District Council	
	Education		•		
	Highways		•		
	Transport planning	•			
	Passenger transport	•			
	Social Services		•		
	Public Health		•		
	Housing			•	
	Libraries		•		
	Leisure Services			•	
	Environmental Health			•	
	Trading standards		•		
	Waste collection			•	
	Waste disposal		•		
	Planning			•	
	Strategic planning		•		
	Registration/Coroners		•		
	Local tax collection			•	



# Chair's Report

As we begin a new council year, I want to start by recognising the extraordinary effort that goes into this time of year. April and May are intense for every Parish Council: hosting the Parish Meeting, the Annual Meeting, and completing the AGAR process for our end-of-year accounts. These are not just procedural tasks; they demand time, focus, and a deep commitment to doing things properly.

**To our staff and councillors: Thank you!** Your dedication, your willingness to show up, and your attention to detail are what keep this council moving forward. The consistency with which you deliver over 30 committee agendas packs and minutes, in time for review and to a high standard is something to be proud of.

Thank you also for re-electing me as Chair for a third year. I'm grateful to Steve and Denis for your nomination, and to all of you for your trust. I continue in this role which is often not easy because I believe in this team and in the work we do together for our community for our villages.

This year, we've seen a significant shift in how we engage with our residents. At our Annual Parish Meeting, we moved away from formal presentations and created space for real conversations. That change was intentional. We're seeing more interest, more questions, more concerns and more participation from our community than we have in years—perhaps not since the A14 concerns. That's a huge opportunity, and also a challenge.

Before the vote for Parish Chair I shared the below with Council as I did not want the job if we did not commit to support the change we are seeing. I asked them to consider whether this way of working was something we could do as a Council. I share this with all of you as well. If you have any questions let me know I would be pleased to get together to discuss anything that is missing.



**PRIORITIES:** 1. Better use of MS365 & available content, 2. Focus on project management & increased transparency/communication. 3. Youth Provision, 4. Rec Development Group, 5. Increased collaboration with community and local organisations.

# Chair's Report

## Where are HIPC today?

We are at the start of a new financial year. The reset button has been pressed—Chair, Vice Chair, and committees are in place. We have a wide range of complex projects ahead, and we're no longer letting them sit on a backlog. We're moving forward. But to do that well, we need more people to step into leadership roles and take ownership of key areas.

Wider community engagement brings energy, ideas, and accountability. But it also requires us to adapt. We must be more inclusive, more transparent, and more collaborative. We need to move beyond short speaking slots and find meaningful ways to involve residents in shaping the future of our villages. Plans are in place for Councillors to be at this year's Feast and we also have been attending the monthly Farmer's Market at the Methodist Church so we can talk and be present with our community.

By supporting each other—with understanding, tolerance, and a shared commitment to our community. The level of engagement we're seeing continues to increase. Over the past two years I have been asking for your engagement in most of my reports. Your direct engagement long wanted is key to any initiatives our Council considers. It will test our systems, our capacity, and new ways of working to increase our ability to listen and respond.

I look forward to working with all of you—staff, councillors, and residents—as we navigate these opportunities and challenges together.

Where there is engagement, there must be inclusion. HIPC will aim to listen, adapt, and where we find blind spots, we will work with you to remove them. This is a call to all of us—to step forward, to speak up, and to help shape the future of our villages. We can aim to understand your frustrations, identify and document them, monitor and act to solve any risks—which will always arise if we act without considering input from all of you.

Thank you.

**Yvonne Murray**

**Chair of Histon & Impington Parish Council**

**9<sup>th</sup> June 2025**

## Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Jennifer Crockford, James Leonard, Steve Carrington, Denis Payne Clerk: Amelia Luck	
P25/012	<b>To Elect A Chair</b>  Noting the absence of previous chair and a large percentage of the Planning & Development Committee's membership, Councillors wished to defer this item to the next meeting where more councillors would be present.  Therefore, Cllr Carrington nominated Cllr Crockford to be chair of this meeting only. Cllr Payne seconded. Cllr Crockford accepted role of being the chair of this meeting only.	
P25/013	<b>APOLOGIES FOR ABSENCE</b>	
013.1	Cllrs Edd Stonham (personal), Yvonne Murray (personal), Sarah Allen (personal), Simon Jocelyn (personal), Aga Cahn (personal)	
P25/014	<b>MEMBERS DECLARATIONS OF INTERESTS</b>	
014.1	None	
P25/015	<b>PUBLIC PARTICIPATION</b>	
015.1	1 member of public in attendance.	
P25/016	<b>MINUTES OF MEETING HELD Tuesday 29<sup>th</sup> April 2025</b>  Majority in favour to accept as a true record of the meeting.	
P25/017	<b>MATTERS ARISING</b>  <b>None</b>	
P25/018	<b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b>	
018.1	<u><a href="#">25/01606/FUL 55 Narrow Lane, Histon</a></u> construction of 1no detached single storey dwelling in the rear garden of 55 Narrow Lane with access from Muncey Walk.  All in favour to make a recommendation of refusal. The reason for this recommendation is that the construction of an addition dwelling to this site is clear overdevelopment with inadequate access, with particular reference to refuse vehicles, emergency service vehicles, delivery vehicles and service vehicles. Should SCDC be minded to approve we request the following: - Traffic and delivery plan be produced prior to approval being granted - Deliveries only to be made between 10am and 2pm due to Narrow Lane being a key travel route to the nearby primary school - Muncey Walk is an unadopted road and therefore applicant should be liable to cover cost of any damages made to the road during construction  We request that this application goes to SCDC planning committee	
018.2	<u><a href="#">25/01588/HFUL 1 St Andrews Park, Histon</a></u> external insulation to existing dormers and gable walls and replace cladding and flat roofing. New rooflights and enlarged rooflight as shown on drawings.  All in favour to make a recommendation of approval.	
018.3	<u><a href="#">25/01583/FUL Land At The Back Of 15 Park Lane, Histon</a></u> erection of a single storey one bedroom self/custom build detached dwelling.  Item taken to vote. 3 votes in favour to make a recommendation of refusal. 1 vote in favour to make a recommendation of approval. Majority in favour to make a recommendation of refusal. This recommendation is due to the proposed materials (zinc) being out keeping with the surrounding street scene and that vehicular access is contorted which will likely result in parking on the street. Councillors highlighted that Park Avenue can become very busy and is unsuitable for on street parking.	



018.4	<p><a href="#"><u>25/01478/HFUL</u></a> <b>18 School Hill, Histon</b> single storey rear/side infill lean-to extension with new roof lights, new fenestration to ground rear floor and reduction in size to existing first floor window to rear elevation.</p> <p>All in favour to make a recommendation of approval. Councillors noted that this extension would be invisible from the road and therefore had no impact on the existing street scene.</p>	
018.5	<p><a href="#"><u>25/01535/HFUL</u></a> <b>15 College Road, Impington</b> part single storey, part two storey front, side and rear extensions, new velux windows, solar panels, ASHP, external insulation and over clad with brick slips.</p> <p>All in favour to make a recommendation of approval.</p>	
P25/019	<p><b>PLANNING CONSULTATIONS AND CORRESPONDENCE RECEIVED</b></p> <p>None</p>	
P25/020	<p><b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b></p> <p><a href="#"><u>Histon &amp; Impington Village Design Guide SPD</u></a>  <a href="#"><u>Histon &amp; Impington Neighbourhood Plan</u></a></p>	For information only
P25/021	<p><b>OTHER MATTERS</b></p>	
021.1	<p><b><u>Neighbourhood Plan-</u></b> Confirmation received that the Neighbourhood Plan review meeting would take place on Wednesday 4<sup>th</sup> June 7-8:30pm via teams.</p>	
021.2	<p><b><u>Verbal update following on-site meeting with clerk, Cllr Carrington and applicant of 11 Clay Close Lane.</u></b> – item noted. Clerk and Cllr Murray to write a letter to inform the concerned resident of the result from the site meeting.</p>	
P25/022	<p><b>ITEMS FOR NEXT AGENDA</b></p>	
022.1	<p>None</p>	
P25/023	<p><b>DATE OF NEXT MEETING(S)</b></p> <p><b>10<sup>th</sup> June, 1<sup>st</sup> July, 22<sup>nd</sup> July 2025</b></p>	
	<p><b>Meeting Closed: 8:19pm</b></p>	

**Minutes of Histon & Impington Wellbeing, Recreation & Leisure**  
**7:40pm, Monday 2nd June 2025**  
**Community Room, Recreation Ground, New Road, Impington**

## Wellbeing, Recreation & Leisure Committee Minutes

**Membership: 8 + 2 ex-officio**

**Appendices: 0    Quorum: 3**

<b>WRL</b>	<b>Present:</b> Cllrs: Steve Carrington, Neil Davies, Chris Hobbs, Louise Wilbraham, <b>Ex Officio Members:</b> Cllrs: Yvonne Murray, Edd Stonham <b>Clerk:</b> Theresa King <b>2 vacancies</b>	
<b>WRL25/001</b>	<b>Election Of Chair</b>	
<b>001.1</b>	Cllr Carrington proposed Cllr Hobbs, seconded Cllr Wilbraham, <b>all in favour.</b> <b>Cllr Hobbs Chair of Wellbeing, Recreation and Leisure</b>	
<b>001.2</b>	<b>Election of Committee Deputy Chair</b> Cllr Carrington proposed Cllr Davies, seconded Cllr Stonham, <b>all in favour.</b> Cllr <b>Davies Deputy Chair of Wellbeing, Recreation and Leisure</b>	
<b>WRL25/002</b>	<b>To Receive Apologies for Absence</b>	
<b>002.1</b>	Cllr Allen (personal), Cllr Uttridge (personal)	
<b>WRL25/003</b>	<b>To Receive Declarations of Interests</b>	
<b>003.1</b>	None declared	
<b>WRL25/004</b>	<b>Public Participation</b>	
<b>004.1</b>	No members of the public present	
<b>WRL25/005</b>	<b>Date of next meeting(s):</b> <b>23<sup>rd</sup> June 2025; 22<sup>nd</sup> September 2025; 3<sup>rd</sup> November 2025; 23<sup>rd</sup> February 2026</b>	
	<b>Meeting closed 7.43. pm</b>	

**Minutes of Histon & Impington Highways Drainage and Formal Space**  
**7.50 pm, Monday 2<sup>nd</sup> June 2025**  
**Community Room, Recreation Ground, New Road, Impington**

## Highways Drainage & Formal Spaces Committee Minutes

**Membership: 6 + 2 ex-officio**

**Appendices: 0**

**Quorum: 3**

<b>Agenda No:</b>	<b>Present:</b> Cllrs: Tom McKeown, Joseph Adam, James Leonard, Geoff Moore, Ex Officio : Cllrs Yvonne Murray, Edd Stonham <b>Clerk(s):</b> Theresa King  1 vacancy	
<b>HDFS/25/010</b>	<b>Election Of Chair</b>	
<b>010.1</b>	Cllr Moore proposed Cllr McKeown, seconded Cllr Murray, <b>all in favour. Cllr McKeown Chair of Highways, Drainage and Formal Spaces.</b>  Cllr McKeown noted a key person risk if the chair of a committee was also in charge of leading on multiple projects.	
<b>010.2</b>	<b>Election of Committee Deputy Chair</b> Cllr Murray proposed Cllr Adam, seconded Cllr Moore, <b>all in favour. Cllr Adam Deputy Chair of Highways, Drainage and Formal Spaces.</b>	
<b>HDFS/25/011</b>	<b>To Receive Apologies for Absence</b>	
<b>011.1</b>	Cllr Hindley (personal)	
<b>HDFS/25/012</b>	<b>To Receive Declarations of Interests</b>	
<b>012.1</b>	Noen received	
<b>HDFS/25/013</b>	<b>Public Participation</b>	
<b>013.1</b>	No member of public present	
<b>HDFS/25/014</b>	<b>Date of next meeting(s):</b> <b>8<sup>th</sup> July 2025; 7<sup>th</sup> October 2025; 26<sup>th</sup> January 2026; 24<sup>th</sup> March 2026</b>	
	<b>Meeting closed 7.54 p.m.</b>	

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee  
Monday 2<sup>nd</sup> June 2025 at 8.00 pm at the Community Room at the Recreation Ground**

# Finance, Governance & Legal Committee Minutes

**Membership: 6 + 2**

**Quorum: 3**

**Appendices: 0**

<b>Agenda No:</b>	Present: <b>Cllrs</b> Neil Davies, David Legge, James Leonard, Geoff Morre, Denis Payne, Ex-officio: <b>Cllrs</b> Edd Stonham. Yvonne Murray Clerk for the meeting: Theresa King (RFO)  <b>1 vacancy</b>	
<b>F25/014</b>  <b>014.1</b>     <b>014.2</b>	<b>Election Of Chair</b>  Cllr Davies proposed Cllr Stonham, seconded Cllr Legge. Cllr Murray proposed Cllr Payne, seconded Cllr Moore.  Paper ballot taken, vote in favour of Cllr Payne, <b>Cllr Payne Chair of Finance, Governance and Legal Committee.</b>  <b>Election of Committee Deputy Chair</b>  Cllr Murray proposed Cllr Stonham, Cllr Payne seconded, <b>all in favour. Cllr Stonham Deputy Chair of Finance, Governance and Legal Committee.</b>	
<b>F25/015</b>  <b>015.1</b>	<b>To Receive Apologies for Absence</b>  No absences	
<b>F25/016</b>  <b>016.1</b>	<b>To Receive Declarations of Interest</b>  None declared	
<b>F25/017</b>  <b>017.1</b>	<b>Public Participation</b>  None present.	
<b>F25/018</b> <b>018.1</b>	<b>Date of next meeting(s): 29<sup>th</sup> September 2025; 8<sup>th</sup> December 2025; 12<sup>th</sup> January 2026; 27<sup>th</sup> April 2026</b>	
	<b>Meeting closed 8.04 pm</b>	

**Minutes of Histon & Impington Employment & Development**  
**7.30pm Monday 2<sup>nd</sup> June 2025**  
**Community Room, Recreation Ground, New Road, Impington**  
**Employment & Development Minutes**

**Membership: 5 + 2 ex-officio**

**Appendices: 0**

**Quorum: 3**

<b>Agenda No:</b>	<b>Present: Cllrs:</b> Steve Carrington, David Legge, Chris Hobbs <b>Ex-Officio:</b> Cllrs Yvonne Murray, Edd Stonham <b>Clerk:</b> Theresa King  1 vacancy	
<b>ED25/001</b>	<b>Election of Committee Chair</b>	
<b>001.1</b>	Cllr Hobbs proposes Cllr Murray, Cllr Carrington seconds. All in favour. <b>Cllr Murray Chair of Employment and Development.</b>	
<b>001.2</b>	<b>Election of Committee Deputy Chair</b> Cllr Carrington proposes Cllr Stonham. Cllr Murray seconds. All in favour. <b>Cllr Stonham Deputy Chair of Employment and Development.</b>	
<b>ED25/002</b>	<b>To Receive Apologies for absence</b>	
<b>002.1</b>	Cllr Smith (personal)	
<b>ED25/003</b>	<b>To Receive Declarations of Interests</b>	
<b>003.1</b>	None received	
<b>ED25/004</b>	<b>Public Participation</b>	
<b>004.1</b>	No public present	
<b>ED25/005</b>	<b>Date(s) of next meeting</b>	
<b>005.1</b>	<b>To Be Confirmed</b> <i>*Employment Committee meet as and when required</i>	
	<b>Meeting closed 7.35 p.m.</b>	

<b>REPORT TO:</b>	<b>Full Council</b>	<b>9<sup>th</sup> June 2025</b>
<b>AUTHOR/S:</b>	<b>Theresa King, RFO, Cllr Sarah Smith</b>	

### **Plans for the Nature and Biodiversity Committee June 2025 to end April 2026**

#### **Proposal for interim arrangements for Nature and Biodiversity Committee: to consider for the remainder of the council year, Councillor Smith and RFO, along with any other councillors interested in a project, continue to progress operational items in the meantime, reporting to Full Council as needed**

At the Annual Meeting of the Parish Council in May, only two Councillors elected to join the Nature and Biodiversity Committee, whose membership should be 6 plus two officio members, with a quorate of 3. It is good practice to not rely on ex-officio members to make a meeting quorate which means that the committee was unlikely to be quorate at any meetings.

Next year, 2026, is an election year, so there may be new councillors who are interested in joining the committee, so this paper proposes an interim arrangement for taking forward work on Nature and Biodiversity for the remainder of this Council year. It is suggested that Cllr Smith and the RFO, as Clerk to the Committee, along with any other councillors interested in particular projects, continue to progress operational items in the meantime including small projects for the coming year, reporting to Full Council as needed. Nature and biodiversity, along with wider sustainability issues, should be considered across all committees and projects as standard, and indeed several committees are already taking forward projects that contribute to this wider agenda. Cllr Smith and the RFO are happy to provide input where needed.

It is proposed the following will proceed over the coming year:

- Small biodiversity projects such as bulb planting: this can be taken forward by individuals, with Cllr Smith and the RFO providing input as to suitable sites and variety of bulbs.
- The QODA report on pathways to net zero for the Pavilion building will be provided to the Recreation Development Group to directly inform the next stage of their project, and in the shorter term, proposals for more immediate actions will be brought to a suitable Full Council meeting.
- Project P12 will be completed and presented to Full Council and next steps, including for a Nature Recovery Strategy, will be considered. Cllr Smith is working on this item to bring forward to Council.
- Tree works being planned for autumn and winter: more trees require work to be planned and scheduled for Parish Council sites, RFO working with Cllr Smith and Tree Advisor to decide on schedule. The next external tree survey is due for 2026, probably in May or June when the trees are in leaf as the last survey was done in winter.
- Subject to capacity, Cllr Smith and others will be working on site management plans for sites overseen by the Nature & Biodiversity committee.
- Public Art projects: Cllr Smith and RFO are progressing the Blue Plaque project with the Village Society and will report back to Full Council. There will also be a call for projects made in the near future to ask residents for potential projects.
- Work with other interested stakeholders will continue to be undertaken as required.
- Climate Emergency: every Committee should include consideration of this in the review of their Terms of Reference and amend these to note that they should call upon experts to support this when considering any project.

Anyone interested in being involved with a project would be welcome. Updates will be provided regularly to Full Council.



# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

## HISTON AND IMPNGTON PARISH COUNCIL

www.hisimp-pc.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NO PETTY CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/04/2025

DD/MM/YYYY

DD/MM/YYYY

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

25/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### HISTON AND IMPNGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2024/25 for

### HISTON AND IMPNGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	967,600	930,576	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	411,744	435,828	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	75,927	97,617	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	180,616	141,251	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	27,917	27,167	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	316,161	374,636	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	930,576	920,967	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	906,393	921,345	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,764,006	1,751,875	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	146,972	126,200	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

11/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

HISTON AND IMPNGTON PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Internal Audit Report for Histon and Impington Parish Council – 2024/2025**

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2024. The following recommendations/comments have been made:

Income: £533,445.60      Expenditure: £543,054.29      Reserves: £920,967.49

#### 2025 AGAR Completion:

Section One: [Yes – to be approved by council](#)

Section Two: [Yes \(draft figures\) – to be approved by council](#)

Annual Internal Audit Report 2024/2025: [Yes](#)

Certificate of Exemption: [No](#)

**Proper book-keeping**      Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*[VAT payments are tracked and identified within the year end accounts. The Council hold the General Power of Competence and LGAs137 does not apply.](#)*

*[The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced. It is noted that the Council use online banking and the last cheque written was No.300175 dated 20/11/2023.](#)*

**Financial regulations**      Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: [Yes](#)  
Reviewed: [20/5/2024 \(Ref: 24/013.1\)](#)  
Financial Regulations in place: [Yes](#)  
Reviewed: [20/5/2024 \(Ref: 24/013.1\)](#)

VAT reclaimed during the year: [Yes](#)  
Registered: [Yes](#)      Reg: [214 3219 06](#)

Submission Period:	Amount:
<i>01/04/2024-30/06/2024</i>	<i>£10,029.36</i>
<i>01/07/2024-30/09/2024</i>	<i>£16,014.82</i>
<i>01/10/2024-31/12/2024</i>	<i>£7,259.99</i>
<i>01/01/2025-31/03/2025</i>	<i>£9,210.59</i>

General Power of Competence: **Yes**  
Reconfirmed: **20/5/2024 (Ref: 24/018.1)**

Policy Review Schedule in place: **Yes**

*There was no evidence of tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.*

*The Council reviewed the following documents during the year of audit:*

*20/5/2024*

- *Delegation arrangements to committees, sub-committees, staff and other local authorities (Ref: 24/101.1)*
- *Committee Terms of Reference (Ref: 24/010.2)*
- *Complaints Procedure (Ref: 24/013.7)*
- *Freedom of Information Policy (Ref: 24/013.8)*
- *Data Protection Policy (Ref: 24/013.8)*
- *Press and Media Policy (Ref: 24/013.9)*
- *Employment Policies and Procedures (Ref: 24/013.10)*

*17/6/2024*

- *Youth Provision Working Group Terms of Reference (Ref: 24/030.6)*

*16/9/2024*

- *Policy Book and Staff Handbook (Ref: 24/054.4)*

*15/10/2024*

*Grants and Donations Policy (Ref: F24/029.1)*  
*3<sup>rd</sup> Party Services Policy (Ref: F24/029.2)*  
*Capital Bid Policy (Ref: F24/029.3)*

*21/10/2024*

- *Delegated Spend Policy (Ref: 224/072.5)*

*18/11/2024*

- *Policy Book (Ref: 24/084.3)*

*13/1/2025*

- *Grants Policy (Ref: F24/055.1)*

20/1/2025

- *Grants Policy (Ref: 24/094.2)*

17/3/2025

- *Donations Policy*
- *Grants Policy*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes  
Data Protection registration: Yes      Ref: Z3064360  
Expires: 1/4/2026

### ***Data Protection***

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: Yes  
Link: <https://hisimp-pc.gov.uk/privacy/>

*Insurance was in place for the year of audit (valid 1/8/2024 – 31/7/2025) with a review being undertaken at a meeting held on 20/5/2024 (Ref: 24/013.5). Separate insurance is in place for vehicles.*

*The Risk Assessment was reviewed at a meeting held on 20/5/2024 (Ref: 24/016.5) and on 18/11/2024 (Ref: 24/84.4). The Financial Risk Management Plan was reviewed at a meeting held on 7/5/2024 (Ref: F24/009.1) and amended on 15/10/2024 (Ref: F24/028.1).*

Statement of Internal Controls in place: Yes - 18/11/2024 (Ref: 24/84.4) and 15/10/2024 (Ref: F24/028.2).

*The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

Fidelity Cover:      £1,149,238

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*

## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: **No**

Website: <https://hisimp-pc.gov.uk/>

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

*2024 Annual Return, Section One Published – Yes*

*2024 Annual Return, Section Two Published – Yes*

*2024 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Publication Date: **21/6/2024** Start Date: **24/6/2024** End Date: **2/8/2024**

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 on their website.

2019-2020	<a href="https://hisimp-pc.gov.uk/wp-content/uploads/2023/07/Annual-Governance-and-Accountancy-Statements.pdf">https://hisimp-pc.gov.uk/wp-content/uploads/2023/07/Annual-Governance-and-Accountancy-Statements.pdf</a> <b>Missing: Audited Section 3</b>
2020-2021	<a href="https://hisimp-pc.gov.uk/wp-content/uploads/2023/07/Annual-Governance-and-Accountability-Return-2020-21.pdf">https://hisimp-pc.gov.uk/wp-content/uploads/2023/07/Annual-Governance-and-Accountability-Return-2020-21.pdf</a> <b>Missing: Audited Section 3</b>
2021-2022	<a href="https://hisimp-pc.gov.uk/wp-content/uploads/2023/07/Annual-Governance-Accountability-Review-21-22.pdf">https://hisimp-pc.gov.uk/wp-content/uploads/2023/07/Annual-Governance-Accountability-Review-21-22.pdf</a> <b>Missing: Audited Section 3</b>
2022-2023	<a href="https://hisimp-pc.gov.uk/wp-content/uploads/2023/09/Notice-of-conclusion-of-audit-2022-2023.pdf">https://hisimp-pc.gov.uk/wp-content/uploads/2023/09/Notice-of-conclusion-of-audit-2022-2023.pdf</a>
2023-2024	<a href="https://hisimp-pc.gov.uk/wp-content/uploads/2024/06/Notice-of-Conclusion-of-Audit-2023-2024.pdf">https://hisimp-pc.gov.uk/wp-content/uploads/2024/06/Notice-of-Conclusion-of-Audit-2023-2024.pdf</a>

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: [heather@heelis.eu](mailto:heather@heelis.eu)

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy



**Recommendation:** *The Council should upload the missing information to their website in order to fully meet the publication requirements.*

## **Budgetary controls** supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £455,489.17 (2025-2026)      Date: 20/1/2025 (Ref: 24/096.3)  
Precept: £435,828 (2024-2025)      Date: 22/1/2024 (Ref: 090.8)

*Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

## **Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.*

*Fees for the following were reviewed at a meeting held on 10/2/2025 (Ref: WRL24/041.1):*

- *Cricket*
- *Bowls*
- *Croquet*
- *Hornets*
- *Tennis*

*Fees for 2024-2025 were reviewed and agreed at the meeting held on 22/1/2024 (Ref: 23/090.1).*

*Burial fees and allotment fees were reviewed on 10/9/2024 (Ref: HDF24/024.6 and HDF24/024.7 respectively).*

## **Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.*

## Payroll controls

PAYE and NIC in place where necessary.  
Compliance with Inland Revenue procedures  
Records relating to contracts of employment and pensions

PAYE System in place: Yes  
Employer's Reference: 120/FA71125  
P60s issued: Yes

*The Council continue to operate RTI in accordance with HMRC regulations. Supporting paperwork is in place and P60s have been produced as part of the year end process. Examinations were undertaken for the months of July 2024, September 2024 and March 2025.*

*Eligible employees have joined the nominated pension scheme. The last date of re-declaration of compliance was 17/4/2023. The next due date is 17/4/2026.*

*It is noted that the Council undertook a review of salaries at a meeting held on 21/10/2024 (Ref: 24/072.7), 14/10/2024 (Ref: ED24/023) and again on 18/11/2024 (Ref: 24/084.1) where the National Pay Award was noted. Contracts were reviewed and approved at a meeting held on 14/10/2024 (Ref: ED24/027.1).*

## Asset control

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place with a review being undertaken on 20/5/2024 (Ref: 24/013.4). Values are recorded at insurance/replacement value. The total value of assets are recorded at £1,751,874.73. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.*

## Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 31 March were confirmed as:*

Cambridge & Counties*	xxxx0264	£486,944.76
Cambridge BS**	xxxx6133	£284,661.25
Scottish Widows***	xxxx0899	£4,346.00
Unity Trust Current	xxxx0160	£63,076.72
Unity Trust Savings	xxxx8848	£83,092.01

*\* Interest is accrued annually and statement for the year end is issued at the end of April*

*\*\*Interest is accrued annually and statement issued in December*

*\*\*\*Interest is accrued quarterly*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
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Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy

*The Council had outstanding (PWLB) loans with the UK Debt Management Office (DMO) of £126,200 at the year end, verified by the 31<sup>st</sup> March statement.*

## **Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves (£511,344.53) and have identified earmarked reserves of £409,622.96 in their year end accounts. The Council undertook an investment review on 17/12/2024 (Ref: F24/041.2). Section 106 Funds, Specified Reserves and General Reserve spend was reviewed at a meeting held on 13/1/2025 (Ref: F24/052).*

## **Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.*

Local Council Tax Support Grant is excluded from Box 2: **NA**

Balance Sheet is correct: **Yes**

## **Sole Trustee**

The Council has met its responsibilities as a trustee

Charity Number: **300401**

*The Council is a Trustee of the Children's Playgrounds Charity. It is noted that there were no financial transactions for the 2023-2024 financial year.*

*The last annual submission of the accounts was for the financial year 2023-2024 on 25/11/2024. It is noted that the submission for the year 2022-2023 was submitted on 25/6/2024.*

## **Internal Audit Procedures**

*There was no evidence found in the minutes that the Council considered the 2024 Internal Audit report was considered.*

**Recommendation:** *To formally minute the review of the Internal Audit report.*

*A review of the effectiveness of the Internal Audit was carried out on 18/11/2024 (Ref: 24/84.4) as part of the review of the Statement of Internal Controls.*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 20/5/2024 (Ref: 24/011).*

**External Audit**

*The Council formally approved the 2024 AGAR at a meeting of the full Council held on 17/6/2024 (Ref: 24/029.4 and 24/029.6).*

*The External Auditor's report was considered at a meeting held on 16/9/2024 (Ref: 24/053.4).*

*There were no matters arising from the External Audit.*

**Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 20/5/2024. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the audit.

**Heather Heelis**

Heelis & Lodge  
25 April 2025



29<sup>th</sup> May 2025

Dear Parish Council,

I'm sure I hardly need to introduce you to the current plans to build a new "3G" pitch at Impington Village College, after the many hours of debate over the plans for the past few years. Now that planning consent has been granted comes the work of bringing the project to fruition. While the bulk of the funding for the project will be coming from the Football Foundation, part of the conditions of their funding is that the local community demonstrate their commitment to the project by raising funds too.

#### **Who are the Football Foundation?**

They are the Premier League, The FA and Government's charity, with a remit to deliver outstanding grassroots sports facilities, helping transform communities where the need is greatest, and the impact will be strongest.

#### **What do our local communities need to raise?**

The local community who will make use of the facility have been asked to raise £50,000. This is currently being spread across Histon Hornets, IVC Sports Centre and Milton Colts, with a division of the total target being roughly proportional to our potential use. Histon Hornets have initially been asked to raise £25,000.

#### **Why are we so keen to see this facility built?**

Histon Hornets currently have 30 youth football teams, from under-7 through to under-18, with approximately 450 registered players across these teams, the majority of whom are resident in Histon & Impington. We currently have 6 youth girls teams, 1 youth disability team and 23 mixed or boys youth teams. Until the building of this proposed 3G pitch, the village will continue to lack a high-quality, floodlit, all-weather pitch, and so a huge proportion of those children are having to travel many miles to train in other towns and villages through the winter months, often training late in the evening as so few facilities have space. By being a partner club in this proposal, we will have preferential access to bookings after school hours, enabling us to prioritise early time slots for younger players, putting their welfare first.

On top of the benefit the 3G will bring to our own football club, many of our players are students at IVC, and we see how their facilities have failed to keep up with other, newer, local schools. As parents we don't want to see our children's opportunities fall behind, and can see the benefit this will bring to all the young people at IVC, not just those who also play football in Histon Hornets.

#### **How can the Parish Council help?**

The requirement from the Football Foundation for community funding is not limited to only

the sports organisations that will be making use of the facility - they simply ask that the local community jointly provide funds, whether that's sporting organisations, corporate sponsors or local councils. Histon Hornets is entirely volunteer-led, with the funds that we receive coming from our own players. We have always striven to keep our membership costs as low as possible, so that we don't exclude children from playing football by placing a financial barrier in their way. That means that our membership fees have only ever covered our operating costs, and we don't maintain reserves, or typically operate any other fundraising initiatives.

We are now working hard to raise additional funds to meet the community funding obligation to the project, but we would like to reach out to the Parish Council to discuss whether there are any funds available to support the school and Histon Hornets in realising this project and bringing first class sports facilities to our local school and community. Any contribution towards the community requirement of £50,000 will make a massive difference. I would be more than happy to come to a parish meeting in person, and bring a couple of our young Hornets, if you have questions to put to us, or would like more information.

Yours sincerely

Caroline Lamont Smith  
Chair  
Histon Hornets FC