

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 15th September 2025**

7 Appendices attached

Full Council Minutes

Agenda No:	<p>Present: Cllrs: Yvonne Murray (Chair), Joseph Adam, Sarah Allen, Aga Cahn, Jennifer Crockford, Neil Davies, Tom Hindley, Chris Hobbs, Simon Jocelyn, David Legge, James Leonard, Denis Payne, Sarah Smith, Marcus Thomassen (co-opted during the meeting), Joe Uttridge</p> <p>Clerk(s): Chelsea O'Brien (Clerk); Theresa King (RFO)</p> <p>Dist Cllr(s): Cahn, Rixon (in part)</p> <p>Cty Cllr: Hathorn (in part)</p> <p>Members of Public: 13 including two County Officers and Head of Brook Primary</p> <p>Cllr Davies addressed Council of the passing of former Histon Parish Councillor Derek Marston who served between 2010 – 2015.</p>	Action/ Power
25/046	<p>CO-OPT TO COUNCIL</p> <p>One application received, brief bio provided to all Councillors for Marcus Thomassen. Mr Thomassen addressed Council highlighting his aspirations to contribute to his local community, with an interest in developing leisure services. Having played for Histon Hornets from the age of 3 – 15 he is familiar with the Recreation Ground and keen to develop for future generations.</p> <p>Proposed Cllr Hobbs, seconded Cllr Payne, all in favour, approved. Cllr Thomassen signed his Acceptance of Office form and was provided with a Register of Interest Form to complete within 21 days.</p>	
25/047	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Geoff Moore (personal), Steve Carrington (personal), Louise Wilbraham (personal), Edd Stonham (personal)</p> <p>With agreement of Council Chair item 056.2 brought forward Three members of the public left the meeting following this item.</p>	
25/048	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>Cllr N Davies – items 055.4 and 056.1(HI Friends Charity) pecuniary interest. Cllr Davies noted he took no active part in producing the Youth Provision paper for presentation to Council</p> <p>Cllr J Uttridge- items 055.4 and 056.1(HI Friends Charity) pecuniary interest.</p> <p>Cllr D Payne - items 055.4 and 056.1(HI Friends Charity) pecuniary interest. Cllr Payne noted he took no part in preparation of the Youth Provision paper for presentation to Council.</p>	
25/049	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 25/054 and calendar invites emailed to all.</p>	
25/050	<p>PUBLIC PARTICIPATION</p> <p>Two members of the Public wished to address Council:</p> <p>Pump Track:</p> <ul style="list-style-type: none"> - Resident noted his full support for a Pump Track Project - Location is critical to success - Neither Homefield Park or Manor Park Meadow are the best site for a successful Pump Track - The need for unity - Role of Parish Councillors as representatives and not delegates - This project should be one of joy, not a cause of distress, a project to unite, not divide 	

	<ul style="list-style-type: none"> - A recommendation to Council that the Pump Track Charity, Histon and Impington Locals for Environment, and the Rec Development Group appoint representatives to responsibly explore issues surrounding the project - Appeal to Councillors to listen to concerns <p>One member of public left the meeting</p> <p>Active Travel:</p> <ul style="list-style-type: none"> - An invitation to Council to work more closely across Parish boundaries - Girton to Darwin Green to Impington to Histon - Improved engagement with residents - Youth provision, improving access for young people across Parish boundaries - Cross Council working group with neighbouring Parishes - Thoughts welcome on practical steps <p>Cllr Hobbs noted he would encourage an active travel route between the neighbouring parishes away from the roads. Cllr Smith noted her interest in the proposed cycle path between Histon and Girton and welcomed a joint discussion. This could be just one example of joint discussion between Parishes.</p> <p>Cllr Leonard questioned the County Councils role in active travel across Parish Boundaries. Cty Cllr Hathorn noted an outline business case has been produced and will be detailed further within the County Council report.</p>	
25/051	<u>TO APPROVE minutes of the meeting held 21st July 2025</u>	
051.1	Proposed Cllr Crockford, seconded Cllr Uttridge, all in favour and approved . 1 abstention noted. Chair to sign minutes as an accurate record of the meetings.	
25/052	<u>MATTERS ARISING</u>	
052.1	Action list provided to all (Appx 1) and accepted, noted. Cllr Payne noted there is no action from the previous meeting relating to Pump Track Working Group noting Terms of Reference are scheduled for presentation to Council October.	
25/053	<u>REPORTS TO NOTE</u>	
053.1	<p><u>County Council</u> written report August 2025 copied to all and accepted covering: Local Government Reorganisation; Highways Maintenance and the New Reporting Tool; Cambridge Sewer Works move cancelled; Meeting with Police and Crime Commissioner; Good Rating for Adult Social Care.</p> <p>Cty Cllr Hathorn verbally update on: outline business cases for Histon to Girton cycle path, a need to demonstrate a requirement to the combined authority to secure funding. Histon West Bus Stop, further discussion with Greater Cambridge Partnership required.</p> <p>Busway Fencing – confirmation of Public Meeting Tuesday 23rd September at Histon Baptist Church, 6.30 – 9pm.</p> <p>Pump Track Workshop – Thursday 25th September at IVC</p> <p>Meeting with Local Police Officers held at Histon & Impington Parish Council Office with Cllr Murray in attendance</p> <p>School Streets exciting initiative, audit has been undertaken at Park Primary</p> <p>Cllr Leonard asked if there is a strategy in place for active travel. Cty Cllr Hathorn has offered a meeting to discuss further, but she noted funding sits with the Mayor.</p> <p>Cllr Murray noted the recent improvement to the Local Highways Officers structure – Cty Cllr Hathorn noted the new system has more Officers in place and interaction is with teams not an individual.</p>	
053.2	<p><u>District Councillor Report</u> written report August copied to all and accepted covering: Greater Cambridge Shared Waste Website launch; New Climate and Nature Strategy; next round of Service Support Grants 2026 – 29. Dist Cllr Rixon verbally updated on: Cambridge sewer works move cancelled including the proposed 5000 houses. Cllr Payne questioned if the District Councillors know where these proposed houses were going and when will the next stage of Local Plan be released? Dist Cllr Rixon noted the Local Plan moves slowly, it was noted there is a suggested location in mind but not confirmed and not</p>	Dist

	made public. Cllr Payne requested any information including proposed dates to be shared. Cllr Murray questioned if the Youth Provision service on the agenda for decision would be supported by grant funding under Community Support – Dist Cllr Rixon noted he would explore further and confirm either way.	Cllrs Dist Cllr Rixon
053.3	<u>Clerk's Report</u> written report provided to all and accepted (Appx 2).	
053.4	<u>Chair's Report</u> written report provided to all and accepted (Appx 3). It was noted only five meetings of the current Council until elections and the need for projects to be in a place they can be handed over in good shape.	
25/054	<u>To Accept Committee Reports</u> - <i>note actions and accept</i>	
054.1	<u>Planning & Development</u> draft minutes 22 nd July, 12 th August and 2 nd September provided to all and accepted. Date of next meeting 23 rd September 2025	
054.2	<u>Dates of Upcoming Committee Meetings:</u> <u>Highways, Drainage and Formal Spaces</u> next meeting scheduled 7 th October 2025 <u>Wellbeing, Recreation & Leisure</u> next scheduled meeting 22 nd September 2025 <u>Finance, Governance & Legal</u> next meeting scheduled 29 th September 2025 <u>Employment & Development Committee</u> next meeting TBC. To note Assistant Parish Ranger/Groundsman started work 1 st September 2025. The Clerk noted Mr Julian had settled in well and was undertaking safety training on machinery.	
054.3	<u>Verbal Update from Working Party Conveners:</u> <i>note actions only</i> CSPN – Cllr Payne verbally noted a leaflet drop 'Shape the Future of Cambridge Science Park', he reinforced this is the existing Science Park, not Science Park North. He noted repeated request to consultants for an impact study; they have now requested details of what the Parish Council would like to see in this study. A request for feedback from the Working Group has been sent, replies requested by the end of week. Recreation Development Group – Cllr Davies noted a number of meetings with Northmores, a presentation has been scheduled for Monday 6 th October, 7.30pm for Councillors only. Cllr Davies urged all to attend noting this a major project of the Parish Council if it proceeds. Neighbourhood Plan – meeting date to be confirmed. Youth Provision – item later in agenda IVC Liaison – no update Communications – Cllr Payne noted the expectation of staff to undertake a significant amount of work, a meeting date with the staff team is being arranged. Cllr Davies questioned if the finance to employ a Communication Officer is required how would that work, the Employment and Development Committee would require a brief and the impact to the existing team prior to finance commitment. Cllr Payne noted Cottenham Parish Council produce a monthly bulletin in-house.	
25/055	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 4)	
055.1	To note payment of accounts under delegated approval for August and September, noted.	
055.2	To approve payment of outstanding accounts due. RFO noted one additional invoice from Mr Groundsman to the value of £8,799.98 (June, July, August, September Cricket and Tennis). Proposed Cllr Payne, seconded Cllr Uttridge, all in favour approved . 1 abstention noted	
055.3	To report on amounts paid in, noted Cllrs Payne and Davies left the meeting. Cllr Uttridge left the meeting for this item and item 056.1	
055.4	To approve payment of second instalment of funding approved to HI Friends Charity to the sum of £12,500 to include the CPI increase at £650 totalling £13,150. Letter provided to all (Appx 5). Proposed Cllr Hobbs, seconded Cllr Leonard all in favour, approved . 1 abstention noted	

<p>25/056.1</p> <p>056.1</p>	<p><u>Other Matters</u></p> <p><u>Youth Provision Working Group Report and Appendices attached (Appx 6)</u></p> <p>Motion Text: Histon & Impington Parish Council resolves to:</p> <ol style="list-style-type: none"> To authorise the HIPC Clerk and/or RFO to procure a minimum of three quotes on behalf of the HIPC Youth Provision Working Group for the HIPC 2026 Youth Provision Pilot (refer to Appendices D1–D4 for relevant policy guidance), and to approve Appendix E of this paper, which sets out the full Invitation to Quote. <ul style="list-style-type: none"> Quotes should cover a 12-month service period and be capped at £25,000 net of VAT, in line with the procurement threshold set out in HIPC's Financial Regulations. Providers will be selected jointly by the Youth Provision Working Group and HIPC Clerk. Funding is expected to be sourced from General Reserves, subject to approval via submission of a Capital Bid Form. <i>Note: While the Capital Bid process does not impose a financial cap, quotes must not exceed £25,000 to remain within the procurement threshold.</i> HIPC 2026 Youth Provision Pilot to include the following <ul style="list-style-type: none"> Continuation and evolution of existing Youth Services from January 2026 to December 2026 with no break in service in line with current HIPC funding and consideration of immediate improvement. <i>(See Appendix B1 & B2).</i> <ul style="list-style-type: none"> Recommendation of Long-term Youth Provision services for Histon & Impington to be made in July 2026 <i>(See Appendix C1, C2, C3).</i> To delegate a maximum amount of £1,500 to HIPC Youth Provision Group for the possible engagement of Ashtons Solicitors to support creation of 12-month Youth Provision Pilot contract if required. This will allow support work on drafting contract for HIPC 2026 Youth Provision Pilot to begin if required. <p>Cllr Murray wished to record thanks to everyone for the direct, sometimes difficult, discussion on the paper.</p> <p>Cllr Smith noted a few points she would like covered as part of the discussion:</p> <ul style="list-style-type: none"> - This proposal is different – an explanation and rationale for the change - The £25k cap – how does this compare to what the Council is currently spending, noting the proposal is for more than is currently in place, but the funding is less than we currently pay. Reassurance the £25k cap is not an artificial cap. - Are we asking them to lead on the development or is the Parish Council taking the lead - Is the quoting process closed, or can this go to anyone <p>Cllr Hobbs verbally briefed Council, covering:</p> <ul style="list-style-type: none"> - Ensuring a Youth Provision for the next 12 month - Not asking for the same and more, the proposal is asking for retention of Monday Youth Club, but then asking for providers to be creative with what they can deliver within the funding available - Moving towards long-term vision and Youth Hub - Providers have the flexibility to set the programme for the next 12 months - More youth-led integrated Youth Programme is the goal <p>Cllr Allen queried if a Parish Council can appoint a Church Led Youth Provision? Cllr Murray confirmed yes, they could but should be noted a Church Organisation. Cllr Allen wished to reassure that the provision is inclusive and available to everyone.</p> <p>Cllr Hobbs noted the Clerk is delegated to source the quotes, HI Friends, Romsey Mill and HI Friends have been nominated to date. The Youth Provision Working Group will review the quotes received and form a recommendation. Cllr Allen requested young people are involved on the evaluation process.</p>
------------------------------	---

	<p>Cllr Leonard queried if the assessment criteria is available to those quoting? Cllr Hobbs noted no criteria has been drafted.</p> <p>Cllr Smith asked who is leading the scoping exercise? Cllr Hobbs noted the provider will work in collaboration with the Youth Provision Working Group.</p> <p>Cllr Adam noted in 12 months' time a full tender process will be required for the Long-Term Youth Provision – confirmed as correct</p> <p>Cllr Cahn asked, when the provider applies do they know where they are providing the provision from? Cllr Murray noted within the invitation to quote there is an invitation to meet with the Youth Working Provision group and within the appendix there is a column to itemise facilities costs.</p> <p>Clerk noted the timeline is tight; to enable these dates to be met the Office does need to know who the invitation to quote is being sent to and any amendments need to be completed in a timely fashion. Cllr Murray noted the timeline is a framework and flexible.</p> <p>Cllr Murray noted all suppliers being approached to quote have experience in development of Youth Provision.</p> <p>Clarity required on the appendices being sent as part of the quotation process.</p> <p>Prior to the vote, details of the three bids (a supporting paper) received including the criteria for the recommendation to be presented to Council alongside the Capital Bid form.</p> <p>Proposed Cllr Hobbs seconded Cllr Allen all in favour, approved. 1 abstention noted. Motions 1 and 2 passed.</p>	
056.2	<p><u>School Street Initiative Histon & Impington Brook Primary, The Green, Histon</u> – Project Overview and Plans for Community Engagement. Presentation by County Officers.</p> <p>Two County Officers and Head of Histon Brook Primary present to talk to Council about School Street Initiative, a scheme to create a safe pedestrian/cycle zone for access to the School for a short period. Details of upcoming consultations provided to Councillors. First step is to engage with Community, if positive an application for an 18-month trial will be progressed. It was noted the success of the scheme is reliant on volunteers.</p> <p>Cllr Davies noted a previous Traffic Regulation Order (TRO) on The Green; this was a temporary scheme and is now suspended, unable to enforce the restriction.</p> <p>The Officers noted observations on site and people are still driving through the restriction. It was noted from the observation it is parents dropping off within the current TRO times causing safety concerns. The School Street Initiative does not prohibit residents accessing and leaving properties.</p> <p>Histon Brook Primary instigated this initiative and are in support of the scheme.</p>	
056.3	<p><u>Policy Book and Staff Handbook</u> no changes since 2024 review by Ashtons Solicitors – formal approval October agenda</p>	
056.4	<p><u>Tree Works</u></p> <p>To approve contractor for tree works at:</p> <ul style="list-style-type: none"> - Bowls Green, Recreation Ground - Homefield Park <p>To approve spend up to £2500 and delegation to RFO and Cllr Smith to select contractor with the best terms</p> <ul style="list-style-type: none"> - Village Green <p>Report provided to all detailing works and delegation (Appx 7). Proposed Cllr Hobbs seconded Cllr Legge contractor 1 for Bowls Green, contractor 2 for Homefield Park, 2 abstentions noted. Work and delegations approved.</p> <p>It was reported the Cherry Tree at School Hill Gardens has succumbed to fungus on a connecting branch and has been scheduled to be felled with a plan to replant. The Parish Council will work with HI Trees and the contracted landscaper who designed School Hill Gardens for input.</p>	
056.5	<p><u>Local Government Service Pay Agreement 2025/26</u> to note new scales with effect from 1st April 2025 received and implemented from August payroll. Noted</p>	
25/057	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>All agreed to delegate to Chair and Clerk to draft and post</p>	

	Next Agenda: Policy Book and Staff Handbook;	
25/058	Next Full Council: Histon & Impington Parish Council Monday 20 th October 2025	
	Meeting closed: 9:09pm Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: Finance Report Appendix 5: HI Friends Funding Request Appendix 6: Youth Provision Report Appendix 7: Tree Works	

DRAFT