

# Annual Report May 2019



## Environment Committee

The Committee meet every 6 to 8 weeks to discuss areas it is responsible for, including Allotments, Burial Ground, Open spaces and other assets that it looks after. Contracts are awarded to a Grass cutting Contractor and Tree Care Specialists.

The largest project was the electrification of a mains electricity supply to the Crossing Keepers Hut. This will mean that we're no longer reliant on making temporary supply arrangements with a third party in order to power events at the site. It will give us much more control and flexibility about what we will be able to do on the site.

We took the opportunity to provide lighting outlet up into the lower levels of the tree canopy which will be particularly useful at Christmas. There will be a power outlet adjacent but not inside the hut and two external power outlets in free standing pillars on the site to support activities in the open space between the large fallen log and the hut.

We worked with the Village Society to commemorate WW1 at the War Memorial to display "plastic bottle" poppies and Flags and also funded a huge poppy shape of crocus in Homefield Park

We have arranged to plant 35 new trees to commemorate lives lost locally in WW1.

We have also found new uses of open spaces. The HI Drama performances of Alice In Wonderland on The Green were an example of this. We have also adopted a Management Plan for all our open spaces giving shape and structure to future plans.

There is a new community notice board at Orchard Road and we have adopted a newer style BT telephone kiosk in Station Road Histon currently being used as a great resource as a community library/book swap kiosk.

For our ground staff team we have acquired a second vehicle for improving access to open spaces and making upkeep easier.

Working with its High Street & Beyond Task & Finish group to bring improvements to our environment, notably the wonderful flower planters in the High Street itself.

Entered a contract to deliver Public Art in the villages via funding from developers, with a series of workshops held looking at a new set of jelly mould ideas.

There are several Working Parties and organisations that feed back to the Environment

Committee as follows:-

### **The Brook Enhancement working Party**

During the past year contractors were invited to tender for The Brook Improvements with ideas of how the area may be improved aesthetically and to aid water flow. We hope to work with SCDC during 2019 to bring this work forward.

### **Enviro.Volunteers**

This group meets periodically on a Saturday morning, to do a variety of work in The Copse, Homefield Park, The Cemetery, Clay Close Lane Pocket Park and other Parish areas. Pene Nudds has organised this group for several years and has good support from residents. It is supported by the Parish Council who provide them with Public Liability Insurance and equipment and sundry expenses.

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[www.hisimp.net](http://www.hisimp.net)

## **Histon & Impington Community Orchard (HICOP)**

The Community Orchard, who sub lease an area of land in Manor Field from the Parish Council, have co-opted Dan Mace on the Environment Committee to report on HICOP matters. The Parish Council will consider financial support when requested for defined maintenance work, such was the case recently for ground matting at the entrance to the Orchard.

## **High Street & Beyond Working Party**

This group is made up of Parish Councillors and residents and looks at ways to improve the area and to encourage Traders to work together for the common good. One example of the Working Party's initiative is to encourage High Street businesses to have a planter outside their business to "green up" the High Street.

## **Public Art Working Party**

This Group looks at specific projects. The proposed siting of the Glaze Pavilion for Homefield Park now has planning permission, so it is envisaged this will now move forward. It is envisaged this Pavilion will be used for performing arts etc.

*Marcus Romer*  
*Chairman, Environment Committee*

## **Highways Committee**

It's been a busy and productive year for highways projects and I would like to personally thank the Committee Councillors and Clerk Mrs Chelsea O'Brien for their commitment and hard work. I would also like to thank the residents who contacted the Parish Council with their observations, concerns, ideas and solutions.

What has happened this year:

Local Highways Initiative Pedestrian Support Package Phase 1 was completed. This scheme saw the resurfacing of the passages of Kingsway, Pages Close and New School Road. It also saw the partial resurfacing of Normanton Way.

Local Highways Initiative Pedestrian Support Package Phase 2. We have been successful in our bid for the next phase of passage and footpath resurfacing. This phase will see the completion of Normanton Way to Clay Street, and the remainder of Kingsway. It will also see the improvements to the rear of Somerset Road/Manor Park and Macfarlane Close to School Lane.

Local Highways Initiative Baptist Church Phase 2 was completed. This scheme followed last year's successful improvements (Phase 1) to the crossing points and pavements. Phase 2 has seen the bus stops kerb lines realigned, road markings repainted and the bus shelter repositioned and refurbished.

Histon Crossroads B1049/The Green. This scheme has been years in the planning and work is progressing as I write. The scheme will see the junction widen creating a dedicated turning lane in both directions (to the High Street and Impington Lane) which will allow traffic to flow unrestricted along the main road. The traffic signals will also be upgraded as part of the scheme.

Moving forward, we know and understand the issues around Station Road. Residents have raised a number of concerns around the safety of pedestrians and cyclists, resulting from levels of traffic and parking. These issues are very concerning, especially around school drop off and collection time. The Committee will be working hard with residents and County Council officers to understand what can be done along all stretches of the road. It is also keen to understand and assess the impact of the B1049/The Green crossways improvement and the planned footpath widening scheme (as part of the Junior school expansion).

*Andy Butcher*  
*Chairman, Highways Committee*

## **Planning Committee**

The Planning Committee have met 18 times this year.

We considered 42 (50 last year) plans for Impington, 61 (67) for Histon and 7 (4) others - Waterbeach (waste incinerator - continuing our interest from last year) and Orchard Park. Of these, we recommended approval of 74, refusal of 15, no recommendation for 6, 13 were for information only. On two occasions no comments were submitted because the applicant was known to too many of the committee.

The Station Area applications (Bishops, Histon Station) have now been approved by SCDC and we expect development to start soon. The application for the Clark brothers' yard is yet to come forward. We continue to see applications for the development of annexes (from garages or otherwise) - but note that these usually come with a restrictive condition that they can only be used by family members. And finally the Local Plan was approved in September - and the review of the plan has already started. This will produce a joint Cambridge City/South Cambridgeshire plan. The "call for sites" (opportunity for landowners to put forward land parcels for potential development) has just closed.

Matters that have taken a significant amount of time this year include:

Schools - both the Junior School and the new school at Buxhall Farm. There are a few details left over from the Junior School, including footpath works on Station Road where we've sought to get these completed in the school holidays. Conditions with the planning permission included a requirement for community access - and we are waiting to see the results of that.

The new school has been interesting. There was a public exhibition covering proposals and early plans. Since then we have met with developers and County Council staff to look at access options, concerns regarding air quality and the location of the school close to the B1049 and road access. Many schools now are being developed without parking/drop off provision for parents but it will be provided here. Nevertheless access, both by car and foot/cycle is going to be a challenge.

This is also an interesting case for those concerned about Councils taking planning decisions regarding their own applications. In this case the County's flood and drainage staff recorded an objection to the initial application regarding the plans to provide drainage for the site.

The Hill Residential application for development off Impington Lane. This has been a long running saga, still undecided at the time of writing this report. This started with the Local Plan review, local residents and Parish Councillors writing objections, speaking in front of the Inspector. The land was, nevertheless, taken out of the Green Belt and made available for development. The application from Hill met with

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objections from residents and the Parish Council. When it got to SCDC's (South Cambridgeshire District Council) Planning Committee it came close to being refused, but was rather deferred in the hope that Hill, who are recognised as one of the better developers, would review and resubmit the plan. This did not happen, and the application was taken to appeal on the grounds of "non-determination" (ie a delayed decision). We await the outcome of that appeal.

The Neighbourhood Plan and Village Design Statement. The Plan has been ongoing for some time, but was subject to its formal consultation last autumn. The team are now working to generate the final version of the plan which will be submitted to SCDC, and then the Inspector. Hopefully we will then be in a position to ask residents for their vote (a simple majority vote) on the plan.

The Village Design Statement complements the Neighbourhood Plan, and has been produced starting from residents' input, and the work of a small, cross community team. It too will be subject to public vote, hopefully at the same time as the Neighbourhood Plan.

The coming year will have no less work for the Committee. To the regular applications for new homes and improvements to existing homes we expect an application for the redevelopment of the site at School Hill currently holding the library, Tesco's, Indian Ocean and Printout. Affecting the longer term, the Local Plan that was completed last year is up for review (and will be a plan covering South Cambridgeshire and Cambridge City). The first stage for that has been a "call for sites" where landowners have put forward potential development locations. There is a long process before these are included in the new Local Plan, and the Committee (and community) will have a role to play in ensuring that development in the villages is sustainable.

All meetings are open to the public. We welcome both applicants and those with views on applications to attend meetings and take part. If a planning application affects you, we encourage you to make your views known to the planning authority, SCDC and the Parish Council.

As part of our commitment to work with applicants, we continue to have confidential meetings with a number of developers looking at possible schemes within the community. Wherever possible, and with the agreement of all parties, we will share early information with the community.

The Parish Council is a consultee on all planning matters affecting the parishes. The Planning Committee makes a *recommendation* based on the plans provided. The final decision is with South Cambridgeshire District Council. When responding, the Committee tries to ensure that character and local history is maintained. Key issues often raised are parking provision, character of the street and loss of amenity to neighbouring properties (this often means loss of light). We are also committed to affordable housing - though often can do little to ensure that we get it.

It has again been a very busy year for the team of Councillors responsible for commenting on these plans: Denis Payne (Chair), Aga Cahn, Steve Carrington, Marian Cleaver, Walter Davey, Brian Ing, Simon, Jocelyn, Oliver Sellen and Josephine Teague (for part of the year).

I would like to record my thanks to Committee members for their contributions and regular attendance at meetings. In addition, thanks are due to Chelsea O'Brien, Clerk to the Committee, for her commitment to ensuring everything runs smoothly.

*Denis Payne*  
*Chairman, Planning Committee*

## Recreation Committee

The Recreation Committee continues to operate smoothly and effectively with the support of staff and sports clubs.

The Committee continues to support a wide range of sporting activities, encourages wellbeing and recreation, providing quality facilities on the recreation ground for use of all. It is a priority for the Committee with the manager and groundsman to oversee the smooth day to day running of recreation spaces including South Road play area and the play area on The Green

We aspire to continue this standard effectively and efficiently with the support of the Parish council, Friends of the Rec and all the clubs. Sport, wellbeing and play are a major contribution to good health for the many that use the facilities on the recreation ground.

The entrance to the Recreation Ground has changed with the new height barrier being installed along with the new speed bumps.

Improvements to the Community Room include new tables and chairs, installation of a useful projector and upgrade of the wi-fi which is already attracting new users.

A project to provide access to an electricity supply for outdoor events at the Recreation Ground has now been completed.

The Community Park Project is underway, this year has seen the formation of a Sub Committee to progress the options for the site. A **great** thank you to Neil Davies and members of this Committee, we look forward to this project evolving.

The Play area on the recreation ground is used consistently along with the play areas on The Green and South Road; the equipment is updated when required, South Road having had a new roundabout last Autumn, the rec area having replacement steps to the mound, soft play and a good hair cut!

Thanks go to all Staff, the Committee, Friends of the Rec and Sports Clubs for making this one of the best facilities in the area.

Lastly congratulations to Alex on completing his apprenticeship and taking up the challenge of a new fixed term contract.

*Steve Carrington*  
*Chairman, Recreation Committee*

## Histon & Impington Community Warden Scheme

This year the title of the scheme has changed from 'Mobile Warden Scheme' to 'Community Warden Scheme' to come into line with other local schemes, because it was felt this is more in keeping with the purpose of the Wardens work. The aim of the scheme is to enable older people, who may need some support, to live at home independently for as long as possible. The Warden keeps in touch with her clients by regular visits and phone calls. She also helps in practical ways, such as shopping, giving help with form filling, or putting them in touch with other agencies when necessary. Perhaps the most important aspect of her work is the personal and moral support she gives with her regular contact.

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We are very fortunate in still having Mrs Gillian Berry, a local resident, as our Warden. She has good contacts with Firs Surgery, the Day Centre and other village organisations. She is in regular communication with Paul Seekings, our new Older Persons Worker. They can often exchange on information on those who might need help.

The scheme is working well in our villages. At the moment it is managed by Age UK and is funded by contributions from the County Council, SCDC, the Parish Council and the contributions clients pay for the service. This year expenses have risen and despite a small rise in the contributions paid by clients, it has been necessary to raise the Parish Council contribution by a considerable amount. The number of clients Mrs Berry cares for has risen over the last two or three years from 15 to 25. This is the maximum which is possible at the moment and it is unlikely that demand will fall. The pressures on public finances are such that any increase in the service we offer will probably, in the future, have to be funded by the Parish Council.

We are extremely lucky in our villages with the support of local village organisations and volunteers. HICOM, Friends of the Rec, the Bereavement Group, Alzheimers Friends, Diabetic Support Group and so many others that make it possible for our older residents to continue to enjoy an active, fulfilled life. Our community Warden is someone who adds greatly to this quality of life and we are extremely grateful for her unstinting efforts.

The Link Committee for the scheme is comprised of the Age UK Co-ordinator, the Community Warden, the Older Persons' Worker, two Parish Councillors, and two village representatives. We meet twice a year and receive reports from the Age UK Co-ordinator, from the Community Warden and the Older Persons' Worker. The discussions that arise from their reports and village issues are both informative and valuable.

*Marian Cleaver*  
*Mobile Warden Scheme Representative*

## **Chairman's Annual Report May 2019 – as presented at the APM's 13 May 2019**

This is my second report as the Parish Council Chairman and as last year, I will look to discuss the previous year's activities and some of my thoughts for the future. I'm conscious not to duplicate any Committee Chair's inputs so I will discuss the general community wider activities.

It's been a productive but challenging year for the Council with several long term projects/activities continuing on from last year (and before). The Community Park Project at Milton Road has seen a number of public consultations which proved very informative for the subcommittee. The subcommittee has been working hard over the last year addressing the questions and concerns raised at these events to ensure the community needs and concerns are met. An outline planning application has recently been submitted by the housing association and landowners, and a decision is expected later in the year.

The A14 work and project continues at pace and the Council has recently appointed a Councillor to the A14 action group to ensure help, support and advice can be provided to residents where possible.

The Neighbourhood Plan has passed a number of pre-submission tests and a number of well attended public consultations. It is hoped that a vote on the Plan will take place this year.

There have been a number of situations this year which has tested the resolve of all, especially the staff. An illegal encampment and a break-in (theft of grounds keeper equipment) at the recreation ground really did make us all think. As we watched and heard stores of this type of activity around us (in other local parishes) we did not react or question whether it could happen to us, until too late. I'm pleased to see how the staff reacted in a professional and competent way. It's a lesson to all of us, we must keep

asking ourselves the questions “can we do better?” and what’s happening around us “could that affect us?”. We cannot afford to become complacent; situations and technology evolve and we must follow. Looking forward, the threat of over-development will always exist in a community like ours, close links to Cambridge and London and amenities makes it a desirable place to live. With development comes several factors - including more people, more traffic and more strain on key services. Our ability to control this is limited and that is why it’s important we as a Council and Community do what it can. Passing the Neighbourhood Plan when it’s put to a community vote (referendum) will ensure developers must follow our agreed approach/desires via the planning policies, safeguarding what we have identified as important. Without this we have very little say in what’s put forward. There are already several plans for development in existence including the School Hill site, land off Impington Lane and the Station Area. But are our facilities and services ready and able to cope? We cannot afford to react to demand, as that’s too late. We must act now! The new primary school is a good example of this. Figures and data suggest another school is/will be required and that’s why it is being built. It’s not for today it’s for the future. But what about other services? Can and will our transport links cope? We need to start asking the question now not tomorrow.

Our long serving Clerk Angela Young is retiring after 25 years in the role. This Council and the Community owe a debt of gratitude to Angela for her hard work, dedication, professionalism and desire to make our village(s) what they are today. Angela has directed this Council fantastically over her many years of service ensuring its work and Councillors remain legal and accountable. Our Council is seen by many to be a leading light in the way it conducts its business. From a personal point of view Angela will be sadly missed as her support and guidance to me as Chairman has been invaluable. I am sure you will enjoy your retirement; you have deserved it.

As one door closes and another door opens, a new chapter will start in the hands of a more than capable individual. Chelsea O’Brien has been Acting Clerk for a number of months and I’m pleased to say Chelsea has accepted the position of Clerk from July 2019. We all look forward to working with her in the future.

I would like to thank all of the Parish Council staff (Angela Young, Chelsea O’Brien, Lynda Marsh, Steve Campin, Trevor Smith and Alex Hale) for their hard work and dedication to their jobs. Their work often and regularly goes beyond what is expected and can be unnoticed by many. It’s very much appreciated by myself, fellow Councillors and I’m sure the residents.

I would also like to thank all Councillors for their hard work and dedication to the role, you should all be proud of the impact you are having on our community, however there is always more which can be done. So, keep up the good work.

Finally, this year also saw a long-standing Councillor Josephine Teague step down from the council. I personally will and have missed Josephine’s words of wisdom and advice and I wish her all the best. On an even sadder note this year saw the passing of Alan Eade, a longstanding former Councillor, he will be sadly missed by friends, family and the community.

*Andrew Butcher*  
*Chairman, Histon & Impington Parish Council*



## INTERIM END OF YEAR ACCOUNTS 2018-19

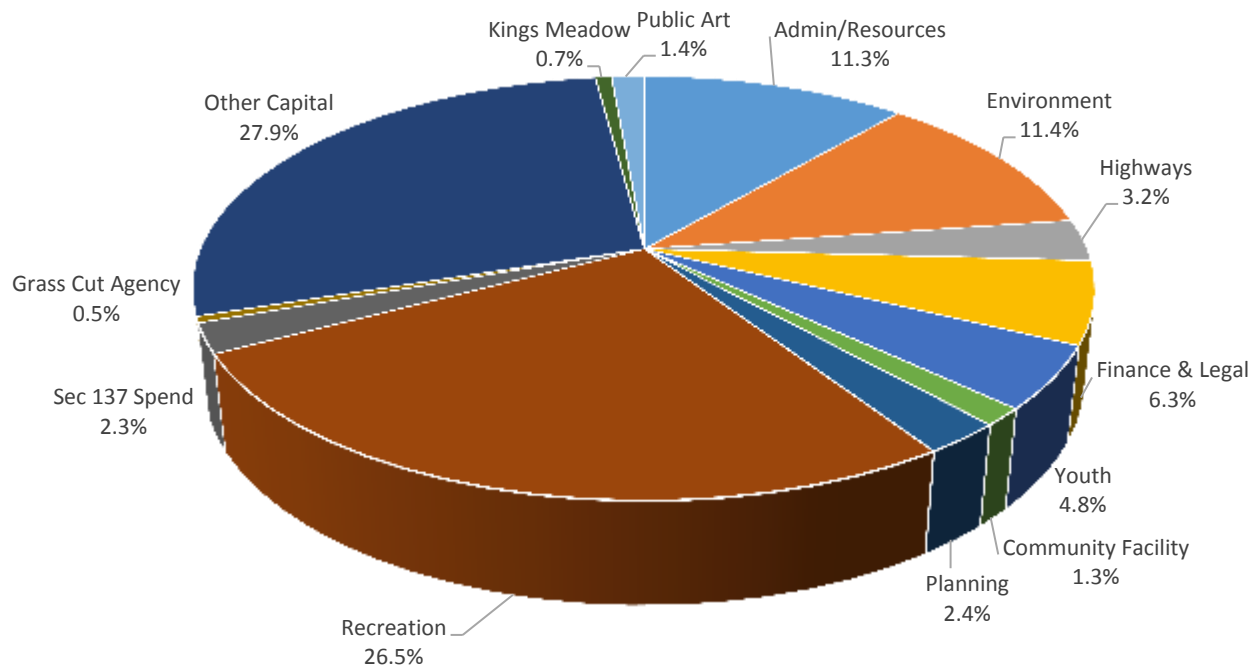
Expenditure		Income	
Admin/Resources	52,693	Precept	348,101
Environment	52,818	Interest	10,433
Highways	14,718		
Finance & Legal	29,093	Grants	500
Youth	22,220	Other income	<u>51,243</u>
Community Facility	6,183		
Planning	11,308		
Recreation	123,194		
Sec 137 spend *	10,500		
Grass cut agency**	2,207		
Other capital	129,756		
Kings Meadow	3,214		
Public Art	<u>6,500</u>		
	<b><u>466,404</u></b>		<b><u>410,277</u></b>
(Interim bal figure)			
Bal carried forward	812,364	Bal brought forward	818,608
		Surplus for year	- 6,244
	<b>812,364</b>		<b>812,364</b>
	12,523		
VAT owed (18-19)		VAT received 17-18)	17,515

***N.B. Subject to finalising for audit 2018-19. Balances as at 31.3.19 £812,364***

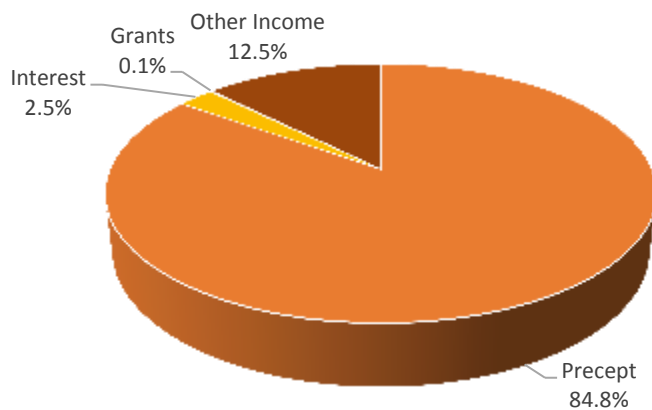
\*S137 spend is a power for the Council to provide other things not otherwise authorised for the benefit of some or all of its parishioners. A financial constraint is in place of no more than £7.86 per elector and the council must ensure that the benefits must be commensurate with the expenditure. During 2018-19 payments of donations or grants were made to:

Royal British Legion	£100
Histon & Impington Warden Scheme	£1,000
Older Person's Co-Ordinator	£4,500
CCC – Summer Reading Challenge	£600
Mental Health WellBeing Worker	£3,500
Camb Search & Rescue	£100
Magpas Air Ambulance	£100
The Bobby Scheme	£100
The Cogwheel Trust	£500
<b>Total</b>	<b><u>£10,500</u></b>

## Histon & Impington Parish Council Expenditure 2018-19



## Histon & Impington Parish Council Income 2018-19



\*\*Grass cut agency services – the amount provided by County Council towards grass cutting – agency services must be listed separately in Parish Council accounts. The remainder of the grass cutting spend is listed under Environment.

The Parish Council services a series of loans taken out to fund the development at the Recreation Ground from 2005. These loans will be fully paid off in 2030 if the Council does not consolidate within that time frame. The payments this year for all loans amounted to £34,073.

**Based on the figures above** the Council is showing a carried forward sum of £812,364 into 2019-20 of which £439,826 is earmarked for specified projects including maintenance and replacement funds; facilities improvements; skatepark provision and highways improvements.

There are also sums of £166,247 in a Section 106 fund, which is funding provided by developers which must be spent on specific projects within a 10 year time frame, whether on community facilities, open space provision, Public Art or maintenance of open spaces.

This leaves a general reserves fund of £215,733. The advice from Auditors is to maintain a general reserves fund of at least 50% of annual precept, which this year would be £179,991.

Carried forward	£812,364
Accounts receivable (monies due)	£20,494
	<b>£832,858</b>
Less:	
Specified projects	£439,826
Section 106 funding	£166,247
Less 'set aside' for payment	<u>£ 67,179</u>
	£159,606
Excess of income over expenditure for 18-19	<u>£ 56,127</u>
<b>General Reserves Fund</b>	<b>£215,733</b>
<b>Pending adjustments re VAT journals etc</b>	

The precept this year for Histon and Impington is for £359,981 and has increased by 2.97%, an extra 6p per week on the Parish element of the Council Tax on a Band D property. Our revenue budget largely matches the amount requested for precept. The Council's plans for **capital projects may need to be part funded from the general reserves** amount. Of course, these may not all come to fruition.

Our main sources of income are from the Parish Precept (the parish part of the Council Tax bill provided by South Cambs District Council), facilities charges including the Recreation Ground, Burial Ground fees, allotment fees, grants and hire of open spaces. We are also keen to obtain grant funding where available, and are lucky to be recipients of donations from the H&I Friends of Rec, who run a variety of community events and fundraisers in the village, as well as an ever growing choice of classes in our Community Room such as the Stroke Recoverers Group and Chair Based Activity Class, and Table Tennis, Tai Chi classes, Memory & Co-Ordination Group and Dance & Fitness Class

The Council itself financially supports a Diabetes Support Group and Youth services

The Parish Council increasingly realises that services are going to be devolved down to the Parish Council from higher authorities who are being forced to cut their own budgets. The Council believes it is, and needs to be, in a healthy position to enable any such funding to be available for services which are seen to be imperative to our residents as a whole. We have earmarked a budget heading under "Community Services" for this purpose.

The Parish Council employs 6 members of staff:

**Full Time:**

Head Groundsman, Steve Campin  
Acting Clerk, Mrs Chelsea O'Brien  
Grounds Operative, Mr Alex Hale

**Part Time:**

Clerk to the Parish Council, Mrs Angela Young  
Office Manager and RFO, Mrs Lynda Marsh  
Assistant Groundsman, Mr Trevor Smith

The Council's audit will be carried out by PKF Littlejohn LLP at the end of June 2019. If you wish to inspect the audit papers these are available at all reasonable times, by appointment, from 18 June until 29 July 2019

Photographs used in this report were supplied by Barry Starling and Geoff Grayton