

**Minutes of the Meeting held of Histon & Impington Parish Council  
Remotely on Zoom  
Tuesday 4<sup>th</sup> May 2021, 7.30pm**

**8 Appendices attached**

## Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: <b>Cllrs:</b> Denis Payne (Chair for start), Andy Butcher, Aga Cahn, Walter Davey, Ashley Gordon, Ros Hathorn, Brian Ing, David Jenkins, Simon Jocelyn, Chris Jones, David Legge, Yvonne Murray, Pene Nudds, Edd Stonham, Jean Venables Clerk(s): Chelsea O'Brien, Theresa King, Amelia Luck Also: Cedric Foster (co-opted during meeting), Paul Heffernan (in part)	
21/001	<p><b>ELECTION OF CHAIRMAN OF THE COUNCIL</b></p> <p>Denis Payne – nominated as Chair by Cllr Jocelyn, seconded Cllr Davey all in favour and <b>agreed</b>. Acceptance of Office to be signed as Chair at the Office with a witness present</p> <p><b>ELECTION OF VICE CHAIRMAN OF THE COUNCIL.</b></p> <p>Yvonne Murray – nominated as Vice Chair by Cllr Cahn, seconded Cllr Jones all in favour and <b>agreed</b>. Acceptance of Office to be signed as Vice Chair at the Office with a witness present</p>	
21/002	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence at the AGM received from Marian Cleaver, Neil Davies, Geoff Moore Dist Cllrs: Heylings, Cahn and Hunt</p>	
21/003	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i></p>	
21/004	<p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Available on website <a href="http://www.hisimp.net">www.hisimp.net</a></p>	
21/005	<p><b>PUBLIC PARTICIPATION</b></p> <p>None in attendance</p>	
21/006	<p><b>TO CO-OPT TO COUNCIL</b></p> <p>One vacancy following the resignation of Cllr Beressi-Jones. Two candidates present both provided bios, shared with members as part of the meeting pack. Cllr Nudds asked both candidates of Committee interests and option to be a co-opted member to a Committee if not successful at becoming a Councillor.</p> <p>Mr Foster – Highways and Environment Mr Heffernan – Planning and Finance</p> <p>Following a vote via Zoom chat, RFO Mrs King announced the majority vote in favour of Cedric Foster to be co-opted to Council. Chair thanked both candidates for attending and welcomed Cllr Foster to the meeting. Acceptance of Office and Declaration of Interests to be completed by Cllr Foster.</p> <p>Mr Heffernan left the meeting</p>	
21/007	<p><b>TO APPROVE minutes of the Meeting held 15 March 2021</b></p> <p>Noting amendments provided by Cllr Nudds, all in favour to <b>accept</b> minutes as a true record of</p>	

007.1	meeting	
21/008 008.1	<b>TO NOTE minutes of the Annual Parish Meetings held 26<sup>th</sup> April 2021</b> Noting amendments by Cllr Nudds, minutes of the APM were noted for approval at the next Annual Parish Meeting in May 2022.	
21/009 009.1	<b>MATTERS ARISING FROM PREVIOUS MEETING</b> <u>Actions List (Appx 1)</u> copied to all and accepted. Completed items to be removed from list. No further discussion.	Clerk
21/010 010.1 010.2 010.3 010.4	<b>TO ACCEPT COMMITTEE REPORTS, TO NOTE ACTIONS</b> <b>Recreation Committee</b> – draft minutes 8 <sup>th</sup> March provided to all and accepted. Next meeting due 5 <sup>th</sup> May to elect Chair and Deputy. <b>Highways Committee</b> – draft minutes 9 <sup>th</sup> March provided to all and accepted. Next meeting due 6 <sup>th</sup> May to elect Chair and Deputy <b>Planning Committee</b> - draft minutes 16 <sup>th</sup> March, 13 <sup>th</sup> April, 27 <sup>th</sup> April provided to all and accepted. Next meeting due 6 <sup>th</sup> May to elect Chair and Deputy. Cllr Nudds questioned refusal of application for ice cream van and reasoning of Committee. Cllr Jocelyn clarified Committee refused application due to licence having no timeframe, licence would have been granted to applicant for a lifetime with no flexibility from SCDC on location proposed <b>Environment Committee</b> – draft minutes 23 <sup>rd</sup> March provided to all and accepted. Next meeting due 6 <sup>th</sup> May to elect Chair and Deputy	
21/011 011.1	<b>TO CONSIDER RECOMMENDATION MADE BY A COMMITTEE</b> <b>Recreation Committee Capital Bid Request</b> – Recreation Ground boundary fencing in partnership with Histon Football Club. Paper provided to all ( <b>Appx 2</b> ). Cllr Murray outlined proposal and partnership working with Histon Football Club. Key holders yet to be confirmed. Cllr Nudds suggested members consider hedging instead of/or as well as fencing noting the Parish Council Environmental Policy and the Recreation Ground being designated Green Belt. Proposed Cllr Murray, Seconded Cllr Ing to accept quote of £10,200 +VAT, majority in favour and <b>accepted</b> . Planning advice has been sought and confirmation received from SCDC planning permission is not required for the proposed works	
21/012 012.1 012.2	<b>TO REVIEW AND ACCEPT</b> <b>Delegation arrangements to committees, sub committees, staff and other local authorities.</b> Copy provided to all ( <b>Appx 3</b> ). No changes proposed. Proposed Cllr Ing, seconded Cllr Jocelyn all in favour to accept. <b>To Review and Approve</b> delegation arrangements effective from 7 <sup>th</sup> May 2021 noting legalisation for remote meetings ends 6 <sup>th</sup> May 2021 ( <b>Appx 4</b> ). Paper provided to all outlining proposed delegations and ways of working for a temporary period. Cllr Ing expressed disappointment Government did not consider reviewing legislation noting the time and resources it provided to the recent proposed Super League. Cllr Payne noted no end date or review date proposed. Clerk outlined this is to cover the period until all staff and Councillors have been fully vaccinated plus the two weeks required to build immunity. Cllr Payne proposed delegations do not extend further than October without further decision but noted a legal meeting of Council is required in June to review and approve AGAR. Discussion covered: <ul style="list-style-type: none"> <li>- Is this necessary noting restrictions lifting 21<sup>st</sup> June</li> <li>- Confirmation no quorum required for workshops</li> <li>- Review required in June to assess situation</li> <li>- Option for meetings outdoors</li> <li>- Noting NALC advice for residents to attend remotely</li> </ul>	Review in June



21/015	<b>TO REVIEW AND ACCEPT</b> All documents provided electronically to Councillors in agenda meeting pack	
015.1	<b>And adopt appropriate Standing orders and financial regulations.</b> Amended version of Standing Orders in line with recommended changes by NALC advice noted LO9-18 provided to all.	
015.2	<b>Arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses</b>	
015.3	<b>Representation on or work with external bodies and arrangements for reporting back</b>	
015.4	<b>Inventory of land and other assets including buildings and office equipment</b>	
015.5	<b>Arrangements for insurance cover in respect of all insurable risks</b>	
015.6	<b>Council's and/or staff subscriptions to other bodies</b>	
015.7	<b>Council's complaints procedure.</b> No changes proposed	
015.8	<b>Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.</b> No changes proposed	
015.9	<b>Council's policy for dealing with the press/media.</b> No changes proposed	
015.10	<b>Council's employment policies and procedures.</b> No changes proposed	
015.11	<b>Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</b>  All items proposed Cllr Ing, seconded Cllr Stonham all in favour to <b>accept</b>	
21/016	<b>TO DETERMINE 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>	
016.1	Calendar of meetings provided to all ( <b>Appx 6</b> ) Noting item 012.2 meetings dates proposed to be Committee workshops until further notice. All in favour to <b>accept</b> . Venue subject to Risk Assessment	
21/017	<b>TO RECEIVE REPORTS</b>	
017.1	<b>Annual report from Histon &amp; Impington Parish Council – A year of Photographic Memories</b> in progress to include Chair's Annual Report and Finance Report as presented at the Annual Parish Meetings	<b>Clerk</b>
017.2	<b>Annual and/or monthly reports</b> from County and District Councillors. District Councillors report provided to all and noted. No questions raised No written County Council report but Chair thanked Cty Cllr Jenkins for his work and dedication to Histon and Impington	
017.3	<b>Clerk's Report</b> provided to all and noted. No queries raised	
017.4	<b>Internal Auditor's Report</b> provided to all and noted. Chair noted no major issues raised and thanked RFO for her work.	
017.5	<b>Any other Working Group / Task &amp; Finish Group Reports</b> no items raised	
21/018	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT</b>	
018.1	<b>Finance &amp; Assets Committee</b> – draft minutes 19 <sup>th</sup> April provided to all and accepted. Next meeting due 5 <sup>th</sup> May to elect Chair and Deputy	
018.2	To note payment of accounts under delegated approval as presented in RFO report ( <b>Appx 7</b> )	
018.3	<b>To approve</b> payment of outstanding accounts due as presented in RFO Report ( <b>Appx 7</b> ).	

018.4	Proposed Cllr Venables, seconded Cllr Ing all in favour and <b><u>accepted</u></b>	
018.5	To report on amounts paid in and other correspondence. Noted	
018.6	To note completion of Risk Assessment Review April 2021. Noted	
	To <b>approve</b> continuation of Direct debits for 2021-22. Proposed Cllr Ing, seconded Cllr Venables in favour and <b><u>accepted</u></b>	
21/019	<b>TO RECEIVE RECENT CORRESPONDENCE</b>	
019.1	<b>None</b>	
21/020	<b>OTHER MATTERS</b>	
020.1	<b>To Review Village Green Play Area Access Agreement</b> –granted for 4 years until June 2021. Cllr Legge declared a pecuniary and interest and left the meeting for this item. Cllr Hathorn proposed community feedback is required to review the level of usage and suggested a 12 month extension with review to be undertaken during that time. All in favour and <b><u>accepted</u></b> . Review to include the impact on the Village Green and surrounding areas.	
020.2	<b>Provision of further guarantees and measures to support the community effort to acquire Long Meadow and the Croft Close set aside.</b> Cllr Jenkins circulated paper to all in advance of the meeting ( <b>Appx 8</b> ). Cllr Jenkins verbally updated on current position and transitional period between funding and transfer to Charity. Proposal outlined a working budget up to £10k, delegated to Clerk in conjunction with Chair and Vice Chair. Proposed Cllr Jenkins, seconded Cllr Payne all in favour and <b><u>accepted</u></b> . Thanks recorded to Mr Fertig for input to paper and work to date to progress this community open space.	
21/021	<b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>	
	<b>Next Agenda:</b> Annual Governance and Accountability Return; Review of Delegations and Dates	
	<b>Website:</b> Re-election of Chair and Vice Chair; Change to how we will be working for the next few months; Welcome back Cedric Foster; Play Area Footpath review, Continued support for Abbey Farm	
21/022	<b>Next Full Council: Histon &amp; Impington Parish Council</b>	
	<b>Monday 21<sup>st</sup> June: Venue TBC subject to Risk Assessment</b>	
	Meeting closed : 9:23pm	