Minutes of Histon & Impington Parish Council Finance & Assets Committee Monday, 19th April 2021 7.30pm via Zoom

Finance & Assets Committee Minutes

Membership: 7 + 2 Quorum: 3 Appendices: 6

Agenda No:	Present: Clirs : David Jenkins (Chairman) (JDJ), Denis Payne (DP), Brian Ing (BI), Geoff Moore (GM), Neil Davies (ND), Yvonne Murray (YM), Ed Stonham (ES) Clerk for the meeting: Theresa King (RFO) Clerk Chelsea O'Brien also attended for item 009.02	
F21/001	TO RECEIVE APOLOGIES FOR ABSENCE Apologies received: Ashley Gordon, Andrew Butcher (absent)	
F21/002	MEMBERS DECLARATIONS OF INTEREST (for items on the agenda) Cllr Payne declared a non-pecuniary interest in item 009.03 as Board Member on HI Hub.	
	Due to the financial sensitivity of items 008 and 009, the Chair proposed these items be discussed in a confidential session at the end of the meeting, all agreed .	
F21/003	PUBLIC PARTICIPATION 1 member of the public attended for item 009.02. Standing orders were suspended, and the item was brought forward.	
F21/004	APPROVE MINUTES OF MEETING HELD 07 December 2020 (Appx 1)	
	Proposed Cllr Ing, seconded Cllr Murray, all in favour to accept and sign minutes.	
F21/005	MATTERS ARISING	
	Agenda List After copied to all (Appendix 2) <u>A19.05.1 Asset Register</u> – GM still undertaking work on spreadsheet to enable breakdown by Committee, before meeting RFO, Move item to later in the year. <u>A19/051.1 Upgrade to Accounts package</u> – RFO to provide project plan at next meeting.A20/028.5 Charities address in item 009.01.Remove from list. <u>A29/038.2 3 year plans</u> – still active. Extend deadline.	
F21/006	To Receive, Review and Accept	
006.1	Clerk's Report (Appendix 3) RFO outlined decreases in expenditure and income over the year, and areas in individual committee budgets as shown in the report. RFO also highlighted the new Section 106 categories which had been introduced. No questions were asked, report accepted.	
006.2	End of Year Committee Budget vs Spend report (Appendix 4) Report accepted by committee.	
F21/007	Capital Projects and Spend: Chair requests this item becomes a standing agenda item as a mechanism to monitor spend against the allocated capital budget for this year. All agreed to add standing agenda item.	
007.1	To review spends against budgets for 2020/21 capital spend Spends were noted as indicated on the RFO report. Committee accepted figures.	
007.2	To review capital budgets for 2021/22 Char stated there was no current Capital budget apart from that allocated during precept setting. This figure need to be reduced by the funds needed for Reserves in order to make them secure, the rest would then be available for new projects. The reserves should be reviewed as part of the 2022/2023 budget process to ensure they were high enough.	
	The Chair also noted Capital Spend policy currently had no Capital Spend delegation, and	



	suggested that this item be brought to the AGM. Chair proposed defining how Capital Reserve spend is signed off as follows: approval at Committee Level, suggested spend limit up to £2,000; Finance & Assets committee to approve projects up to £5,000; Full Council to approve anything over this.	AGM item
	This would allow smaller projects to be completed relatively quickly;	
007.3	To receive requests for Capital Spend projects – Recreation Committee Bowls Club Fence (Appendix 5) YV presented bid to Committee as per paper. Three quotes had been obtained for the fencing, but in order to try and align the quotes only two had been refreshed. The Committee agreed to select S Pollard to repair the bowls club slabs and install a1.4 m high replacement fence. All in favour. YM stated that the two local contractors had been very supportive in obtaining the quotes.	
F21/008	To agree how to support high street business as part of the F&A Committee's obligations under the Neighbourhood Plan	
008.01	A request had been sent to the HI Traders group to ask if any help was needed, and no responses had been received	
	A request had been made by St Andrew's Centre (StAC) Café to use the School Hill site for tables and chairs for takeaway service until indoor seating could re-open All agreed to allow use , subject to items to be discussed later in the meeting having an impact. If the items did impact the use, StAC Café would be given a period of notice of a week, that they could no longer use the area. DJ suggested that the triangle of land closest to the Café be used, this is Highways land so permission would need to be sought from them.	
	The paper submitted by DJ regarding a possible lease of Parish Council land at School Hill to Camel Projects and then sub-let to one of their tenants was discussed further. Items covered included: tightening up of terms and conditions, and restrictions at the end of the lease; generating strong feelings in community, very divided opinions;	
	concerns re competition with other local businesses; planning permission would need to be sought; legal advice to be sought for lease negotiation; other issues with site regarding damage to silver birch; rental charge to be determined, taking into account length of lease; work was not to begin until all issues had been resolved;	
	ND proposed that it was agreed in principle to work with Camel and their tenant to offer the lease, subject to constraints. Proposed Neil Davies, Seconded Stonham. In favour - 5, against 0, two abstentions, motion carried.	
	Camel Projects would be asked to take down fencing as soon as possible while negotiations are underway. GM and Clerk delegated to create a timetable for the work and undertake lease negotiations. The committee also agreed that all councillors need to be aware of what had been decided before the information was made public. DJ to action.	Clerk, GM DJ
F21/009 009.1	Other Matters To agree the winding up of the two existing Parish Council charities (Appendix 6). DP presented his paper. All agreed in favour of winding up the charities. DP and office staff to action	DP/Office
009.2	To review request for the granting of a personal easement to the current occupants of 21 The Green The member of the public in attendance updated the committee on the history of the site and access issues in general at The Green over many years, with many different parties. Historical background report to be provided to committee for information. In particular attention was drawn to the following: • other dwellings in the villages do not have their own or reserved parking spaces; • there is already a maintenance problem due to frequent access to parts of the Green;	



- there has not been vehicle access to this property for many years;
- the Parish Council did grant the occupants temporary access rights while the
 property was being refurbished but they made no attempt to stop the tradesmen
 involved from parking on the Village Green during the works period. The Clerk had to
 continually remind them of the obligation to restrict access to deliveries only and
 ultimately had to refuse to extend the limited permission when it was requested;
- the owner of the green may only drive, or permit other people to drive, on the green if it won't harm the green or in any way interrupt the public's enjoyment (1965 Act succeeded by the 2006 Commons Act);
- it would be difficult to police including visitors and set a precedence for others to claim similar rights.

The member of the public also mentioned that a wayleave had been granted to Cambridge Cable as it was then in 2010 for 7 years with compensation paid, and this has not been reviewed since. It was recommended that this was investigated by Office staff.

Office

Standing orders were reinstated.

DP explained the resident had asked to talk to the Parish Council to provide new information. However he expressed concerns that even when given a short period of access, this had been misused, and that the restriction that had been imposed regarding use during school times had also been ignored at times. Bl also argued that it would be hard to allow access for only one resident as others would expect permission. The Parish Clerk also highlighted that the Parish Council had had to bear the cost of changes to padlocks when copies of keys had been made so that the resident could gain access when permission had not been granted.

The committee voted unanimously to refuse the easement. Resident to be informed.

To approve expenditure to support consultation regarding the study of recreational needs in Histon and Impington. Proposed sum details in confidential paper attached.

DP left the meeting.

DJ talked through his submitted paper. HI Hub had offered to undertake the survey, as a way of generating extra business Financial Regulations state that three quotes should be obtained for tenders, with discretion when using specialised services. DJ was requesting this be waived for this instance. Discussion was had, including the following:

- F&A committee should be seen to stand by regulations, and seek other quotes;
- This item would normally be approved by Recreation Committee;
- Working party on the project would need to outline what the aim of the survey was, then questions would be suggested by supplier;
- steering group would be needed to review and implement the survey, ensuring it included leisure and community resources;
- the best will be got out of survey if the ground work done, therefore not felt to be as an immediate item, scale of survey and number of questions not yet determined;
- concerns re HI Hub journalistic viewpoint, do they have experience of survey work.

An amended motion was proposed by GM as follows:

The Finance Committee is asked to:

- Seek two other quotes for this service before the 10 May 21; and if such quotes are forthcoming
- Delegate to the Clerk of the Committee, in consultation with the Chair, the decision regarding which supplier to use; but if such quotes are not forthcoming
- Agree to proceed with HI Hub on this basis subject to an element of due diligence to verify its ability to do such work.

DJ proposed, ND seconded. All in favour, amended motion agreed.

Clerk, Chair

F21/010 **DATES OF NEXT MEETINGS**



	Wednesday 5th May to elect Committee Chair	
F21/011	How to communicate 11 th January F&A Meeting , and to request items for next agenda(s):	
	Agenda Item: Capital Bid/3 Year Plan report, Asset Register review and Maintenance, Capital Spend Policy final review.	
	Meeting closed at 9.15 p.m.	
	Appx 1 – Minutes Appx 2 – Matters Arising (Agenda List After) Appx 3 – Clerk's Report Appx 4 - End of Year Committee Budget vs Spend report Appx 5 - Recreation Committee Bowls Club Fence Capital Bid request Appx 6 - Winding up of the two existing Parish Council charities	



