

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
Monday 19th July 2021, 7.30pm**

9 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: Denis Payne (Chair), Yvonne Murray, Aga Cahn, Walter Davey, Cedric Foster, Ashley Gordon, Brian Ing, David Jenkins, Pene Nudds, Edd Stonham, Jean Venables. Dist Cllr: Martin Cahn Cty Cllr: Ros Hathorn Clerk: Theresa King Not presiding the meeting, spectating only on Zoom, Cllrs: Simon Jocelyn, Chris Jones, David Legge, District Cllrs Heylings and Hunt, Chelsea O'Brien, Amelia Luck</p>	
21/034	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies from Cllr Butcher (work), Cllr Cleaver (personal), Cllr Davies (work), Cllr Moore (personal)</p>	
21/035	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>None received</p>	
21/036	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
21/037	<p>PUBLIC PARTICIPATION</p> <p>No members of the public were in attendance</p>	
21/038	<p><u>To Approve minutes of the AGM meeting held 21st June 2021 (Appendix 1)</u></p> <p>All in favour and agreed Chair to duly sign minutes as a true record of the meeting</p>	
21/039	<p>Matters Arising from Previous Meetings</p> <p>039.1 Actions List provided to all and noted</p> <p>039.2 Other matters arising Cllr Venables asked for clarification re Item 31.2 Section 106 monies, regarding the Public Art money received; RFO confirmed it was for art projects in general.</p> <p>Cllr Ing reported that Cllr Jones had almost completed the feedback on the Household Waste Recycling Centre redevelopment consultation and this would be reviewed at the Planning Committee workshop on 20th July 2021.</p>	
21/040	<p>REPORTS TO NOTE</p> <p>040.1 County Council written monthly report June 2021 (Appendix 2) copied to all and accepted covering:</p> <ul style="list-style-type: none"> - Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation - everyone prompted to respond - LHI bids for 2023/24 - Road safety at Park Primary School - Road Safety at IVC- Cllr Nudds requested that residents at Burgoyne's Road and Clay Close Lane being included in any discussions; meetings held with IVC and responses being fed into LCWIP consultation - Meadows Centre/Buchan Street redevelopment - Layers of Democracy 	

040.2	<ul style="list-style-type: none"> - Active Travel Consultation now live, covering the area of Station Road from the Baptist Church to Chequers Road - everyone prompted to respond - Adult Care Needs Assessment process, being monitored <p>Cty Cllr Hathorn was thanked for her detailed report.</p> <p>District Councillor written monthly report June 2021(Appendix 3) received late, copied to all and accepted covering:</p> <ul style="list-style-type: none"> - Covid-19 - Councils new Housing policy to create mixed communities and provide more affordable homes – new policies covering the setting of Affordable Rents by Registered Housing Providers, the location and mix of Affordable Homes in new developments and the councils’ expectations of new homes that are built specifically to be rented out (Build to Rent). - South Cambridgeshire Hall car park closure - Council tax collection - Active Travel Schemes consultations - Extensive Community Consultation for Cambourne Business Park - Recovery grant awarded to Impington Sports Centre - New fund launched for growing businesses in South Cambridgeshire - Free toolkit to keep caring for your community <p>Cllr Nudds asked for feedback on landscaping and drainage issues at Hunter’s Close. Cllr Payne explained that this was now an issue for the management committee of the new development as the conditions had been discharged by the developers. Councillors expressed concern over the way drainage conditions were made and then inspected, and asked Cllr Cahn to feedback concerns to the Planning Committee at SCDC. The issue is also to be discussed at a Planning workshop on 20th July 2021, after which more feedback will be sent to SCDC.</p> <p>Cllr Murray thanked Cllrs Venables and Moore for their work on the Village Flood Plan, link to recorded talk to be circulated by Cllr Murray.</p>	YM
040.3	<p>Clerk’s Report (Appendix 4) provided to all and accepted</p>	
040.4	<p>Chairman’s Report – (Appendix 5)</p>	
	<p>Chairman’s report provided to all and was noted. Two items required decision.</p> <p><u>Infant School Playing Field</u>: Proposed to take on a Tenancy at Will for the summer period, allowing us to share the site, with full responsibility sitting with the Parish Council for items such as insurance, maintenance and security. Intention to work with the community to get best use of the area over this period, and information and ideas to support whether the area should be taken on a longer term lease, all information to be brought back to council before a lease is entered into.</p> <p>Proposed Cllr Payne, Seconded Cllr Ing. All agreed in favour to take on Tenancy at Will for summer period.</p> <p><u>Health & Wellbeing Forum</u>: many groups in the village working in the Wellbeing sphere; suggested council initiate a Health and Wellbeing Forum to encourage and support an interchange of ideas and information with the long term goal of meeting the challenge of keeping people self-sufficient, which will need councillors to volunteer to help. Cllr Ing indicated he would be pleased to be involved. Cllr Payne suggested quick wins could be sought form asking groups that came together for input from their knowledge.</p> <p>Cllr Payne proposed to initiate forum, Cllr Ing seconded, all in favour to proceed.</p>	
21/041	<p>Working Party / Task & Finish Group reports</p> <p>Newsletter Editorial - 16-page edition planned for September, two ‘pull-out’ pages requested from HI Hub and HI Friends</p>	

21/042 042.1	To Accept Committee Reports Finance & Assets Committee - draft minutes 28th June noted.	
21/043 043.1 043.2 043.3 043.4 043.5	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 6) Delegated payment of accounts noted Approve payment of outstanding accounts - Proposed Cllr Stonham, seconded Cllr Jenkins, all in favour and agreed Amounts paid in noted, noting missing committee for income received for Village green which should read Environment. Accounts Package Recommendation (Appendix 7) RFO presented paper on suggested purchase of new accounts package. Discussion followed: <ul style="list-style-type: none"> - Cllr Venables asked if NALC made any recommendations, Cllr Payne explained they tended not to and that many of the Parishes in the country were relatively small and did not need such software - Cllr Cahn suggested that the user's recommendation should be supported - Cllr Payne indicated that Scribe had over 1,000 users and Cllr Ing suggested this was an indicator of a good income base for company stability - Cllr Ing also noted that Scribe offered a wealth of support and training , all of which was free of charge - Cllr Jenkins indicated it would be beneficial to move away from the current package. - RFO emphasised benefit of a multiple user system, and one which could be accessed from any location, allowing remote working and less reliance on hardware, and also benefit of suggested packaging in allowing more streamlined working. - RFO also explained that Scribe was better investment in long term than Rialtas because of value of support and training for free rather than restricted, and benefit of multi- module system. - Cllr Murray highlighted significant numbers of positive reviews on Facebook Clerk site. Proposed Cllr Jenkins, seconded Cllr Payne, all in favour and agreed to follow RFO's recommendation. Insurance Review options and recommendation in RFO Report. Proposed Cllr Jenkins, seconded Cllr Ing, all in favour , to delegate to RFO, Clerk and Chair to review cover and select best quote.	RFO/ Clerk/ Chair
21/044 044.1	OTHER MATTERS Vision, Mission & Restructure paper (Appendix 8) Cllr Murray talked through the proposals outlined in the paper, covering the following: <ul style="list-style-type: none"> - Suggesting a strategic review of the current Committee structure, what it should look like going forward; - Enable new councillors to find It easy to work with and understand; - Review will include review of Terms of References for Committees; - Review to be complete in order for any new structure to take affect from October onwards; - Allow Environment, Highways and Recreation Committees to be the focus of the review as the largest spending committees; - Awhile review is being undertaken, staff to concentrate on closing open projects; - Review to consider what committees are required, e.g. a Culture group, look at how committees can be repurposed and repositioned; - Everyone involved, all voices heard, with a facilitator. Discussion followed, including: <ul style="list-style-type: none"> - Question on whether this will create more bureaucracy; - Whether this has been tried before but nothing came of it; - Seen as a one off action, a refresh, helpful for new councillors; 	

<p>044.2</p>	<ul style="list-style-type: none"> - Draft needed by end of August in order to action and have working in October; - Make it clear what is required of a councillor, useful to get more people to volunteer; - Staffs need to feed into review as they understand the day to day workings of the council. <p>Cllr Murray offered to facilitate review. All voted in favour to proceed.</p> <p>Capital Bid Requests (Appendix 9)</p> <p>1. Community Training Road Closures Paper outlines a training course for residents to be trained to be able to close roads, using volunteers from interested local groups such as the Royal British Legion. Cllr Stonham expressed usefulness of this for events such as the Feast and HI Friends events, and the possibility of engaging with local businesses in its use. Cllr Nudds suggested other opportunities at events such as Christmas or the Flaming June Half Marathon, but expressed concerns regarding retention of the trained volunteers, and asking how many were needed to effectively work on an event. Cllr Nudds also suggested that there were other traffic management companies to compare with regard to pricing, and Cllr Murray would research these. Cllr Jenkins suggested more information on comparative costings and cost of refresher training be provided and Cllr Cahn asked if there was a possibility of a “train the trainer” option so that the team could easily train new members as needed.</p> <p>Cllr Murray to investigate costs and options further and being to next agenda.</p> <p>Increased Awareness in HI Green Spaces Cllr Murray proposes that local groups and businesses be made more aware of the green spaces owned or leased by the council and the possible use of these areas, noting that liability insurance and risk assessments are held by the Parish Council. Increases in maintenance costs would need to be considered if use if extended.</p> <p>Cllr Murray requested all council members to highlight any difficulties with the plan and feed back to her. Once all agreed, and a process for booking developed, publicise on various communication channels. All voted in favour, details and process to be defined.</p>	<p>All</p> <p>YM/Next Agenda</p>
<p>044.3</p>	<p><i>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.</i> Following discussion, all agreed item not be held in closed session</p>	<p>YM</p>
<p>044.4</p>	<p>Land at School Hill, Histon – update on lease and negotiations Cllr Jenkins provided an overview of the current status of the item. The Parish Council is in the process of agreeing Heads of Terms with Camel and Stir, and once this has been completed it will be used to create the lease. The circulated Heads of Terms was provided by Stir as an example, no discussion on these have currently been had by Council or council’s own version created. Feedback has also been received from solicitors on a draft lease, also provided by Stir.</p> <p>Councillor’s requests for additions to Heads of Terns included:</p> <ul style="list-style-type: none"> - Maintenance of the whole of the Manorial Waste area, not just that leased, including litter removal; - Care and maintenance of the trees on site and access to them should Parish Council require it; - Clear definition of who the lease is with; - Break clauses for Parish Council; - Lease to only cover part of the Manorial Waste area; - Insurance cover for leased part and remainder. <p>Alongside the agreement on the Heads of Terms are the issues raised by the Environment Committee with regard to reparation of the site following the development of the units, and a commitment from Camel on completing their planning permission conditions. This will involve</p>	

044.5	<p>further discussions with Camel. There is also a planning application for the site with SCDC which will be discussed at the next Planning Committee workshop or meeting.</p> <p>Cllr Jenkins proposed that a Task and finish Group of himself, Cllr Nudds, Cllr Venables or Cllr Jones and the Clerk to the council meet to discuss all issues and agree a draft Heads of Terms. Seconded by Cllr Payne, all in favour.</p> <p><i>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.</i> Noting item was held in open session, no decision is required for this item</p>	DJ/PN/ JV/CJ/ Ctte Clerk/ Clerk
21/045	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p><u>Website:</u></p> <p><u>Next Agenda:</u> Co-Option; Policy Review;</p>	
21/046	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 20th September 2021</p>	
	<p>Meeting closed: 9.32 p.m.</p> <p>Appendix 1: Minutes of the AGM meeting held 4th May 2021</p> <p>Appendix 2: County Councillors Report</p> <p>Appendix 3: District Councillor Report</p> <p>Appendix 4: Clerk's Report</p> <p>Appendix 5: Chair's Report</p> <p>Appendix 6: Finance and Administration Report</p> <p>Appendix 7: Accounts Package Recommendation paper</p> <p>Appendix 8 : Vision, Mission & Restructure paper</p> <p>Appendix 9: Capital Bid papers for Community Training for Road Closures and Increased Awareness in HI Green Spaces</p>	