

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 23rd September 2021**

6 Appendices attached

Full Council Minutes

Agenda No:	Present: Cllrs: Denis Payne (Chair), Yvonne Murray, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Brian Ing, David Jenkins, Simon Jocelyn, Chris Jones, David Legge, Kim Powell (co-opted during the meeting), Edd Stonham, Jean Venables Dist Cllrs: Martin Cahn, Steve Hunt Cty Cllr: Ros Hathorn Clerk(s): Chelsea O'Brien; Theresa King Public: 2 residents in attendance	Action/ Power
21/047	APOLOGIES FOR ABSENCE Apologies from Cllr Butcher (work), Cllr Foster (personal), Cllr Moore (personal), Cllr Nudds (personal)	
21/048	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Davies declared a pecuniary interest – item 058.6 HI Friends Grant Request – employee of HI Friends Cllr Stonham declared a non-pecuniary interest – item 058.6 – Chairty Trustee Cllr Murray declared a non-pecuniary interest – item 058.6 – Charity Trustee	
21/049	DATE(s) OF NEXT COMMITTEE MEETINGS Due to review taking place, some Committee meetings have been postponed until October. Visit www.hisimp.net for details	
21/050	CO-OPTION TO COUNCIL One applicant present, bio provided to all in advance of the meeting. Cllr Davies endorsed the application of Kim Powell, noting her interest for supporting young people and recreation. Proposed Cllr Payne, Seconded Cllr Davies all in favour and agreed to co-opt Kim Powell to Council. Cllr Powell signed her declaration of Office and joined the meeting One vacancy remaining	
21/051	PUBLIC PARTICIPATION Two members of the public present, one resident raised the following points for Council: - Bell Hill, ETRO: resident experienced conflict with cyclist, noting travel is permitted in both directions for cyclists. Clarification sought if risk assessment had been undertaken and length of time left on temporary scheme noting barriers are becoming an eye-sore. Former County Councillor David Jenkins confirmed the scheme is a County Council scheme and no formal risk assessment would have been undertaken but an Officer would have reviewed the site and scheme prior to implementation. Clerk to check with County on length of scheme and feedback received - East West Railway: has the Parish Council had a dialogue with MP and neighbouring Parishes? Cllr Payne noted MP for the area is in support of scheme, noting requirements for ecological studies. Planning Committee to re-open to review. Cllr Ing verbally confirmed individual Councillors submitted comments during consultation period. - Manorial Waste Land, School Hill: when will the land be re-instated and what are the access arrangements noting door installed on side of unit contrary to planning permission? Clerk clarified landscaping yet to be agreed with SCDC for the site, but once approved the Parish owned land will be re-instated to an agreed specification. Cllr Jocelyn advised plans online are outdated, amendments due to be uploaded noting change from window to door which was done so with no input from the Parish	Clerk Plg Comm

	<p>Council. Clerk, and various Councillors continue to meet with Stir/Camel for project updates.</p> <p>Remaining resident left the meeting</p>	
21/052	<p><u>TO APPROVE minutes of the meeting held 19th July 2021</u></p> <p>All in favour and agreed. Chair to duly sign minutes as a true record of the meeting following the agreed changes:</p> <ul style="list-style-type: none"> - Cllrs Jones, Jocelyn and Legge to be recorded as apologies 	
21/053	<p><u>MATTERS ARISING</u></p> <p>053.1 Actions List provided to all and noted (Appendix 1)</p> <p>Additional discussion on items:</p> <p>20/131.1 Flood Plan – Cllr Moore to be requested to provide update</p> <p>028.1 Former Infant School Site – Item to be removed from list noting on the agenda for decision</p> <p>044.2 Capital Bids, Community Road Closure and HI Green Spaces, items deferred to October agenda .</p>	<p>Clerk</p> <p>Oct Agenda</p>
21/054	<p><u>REPORTS TO NOTE</u></p> <p>054.1 County Council written monthly reports July and August (Appendix 2) copied to all and accepted covering: Road Safety, Histon & Impington Infant School; Kings Meadow; Orchard Park; Consultations; Adult Care Needs Assessment; Balancing Business and Community Needs; Local Dementia team; Considerate Parking Cambridge Road; Dates for Your Diary. Additional discussion on:</p> <ul style="list-style-type: none"> - Cambridge Road Parking, inconsiderate parking increased since the opening Station House Parking, with the two short stay bays being occupied for long periods of time. Request for Parish Council to consider drafting a polite note for use, Cllr Murray to draft for further review - Scooters – complaints received of parked scooters blocking footpath and impeding visibility splays <p>District Councillor written monthly reports July and August (Appendix 3) copied to all and accepted covering: Call for Sites; Covid-19 Update; Business Growth Fund; Community Issues; Civil Parking Enforcement; 6 Free Trees; 2021 Annual Canvas. Additional discussion on:</p> <ul style="list-style-type: none"> - Civil Parking Enforcement, question whether the inspection of blue badges being on view will be included. Dist Cllr Hunt confirmed the scheme will be 'self-funded', likely to take 2-3 months to get established and will be targeting high problem areas such as Orchard Park and Cambourne - Code of Conduct, Cllr Payne questioned level of detail within the draft and committed to provide written areas of weakness to Cllr Cahn to report back to SCDC Committee. Cllr Cahn stated that Parish Councils can adapt their own versions of Code of Conduct to suit. - Local Plan, Water Supply Issues – Cllrs Jocelyn, Ing and Payne expressed concerns of proposed developments and water supply constraints and urged SCDC to push Water Authority for answers <p>054.2 Clerk's Report written report provided to all and accepted (Appendix 4). Clerk requested all to take note of staff training dates when requesting meetings and making contact. Mention of thanks noted to Cllr Davey for his repair work to the Piaggio charger.</p> <p>One resident left the meeting</p> <p>054.3 Chairman's Report written report provided to all and accepted (Appendix 5). Decision outlined on the agenda:</p> <ul style="list-style-type: none"> - Review of Code of Conduct: Cllrs Payne, Murray and Clerk attending training session 23 September - Website Accessibility Requirements: Cllrs Jones, Stonham and Murray to form Working Party with the support of the Clerk to progress - Elections: Councillors Requested to advise Office of plans for coming year noting 2022 	

	<p>elections</p> <ul style="list-style-type: none"> - Decision: Council is asked to approve £10k spend (to be reclaimed) from S106 funds. Additional expenditure for management of land, maintenance of tress and monthly interest payments associated with Abbey Fields. Cllr Payne confirmed no legal body yet established for Parish Council to draft any form of formal agreement with. Proposed Cllr Payne, Seconded Cllr Jenkins, majority in favour and agreed. 3 abstentions noted. Cllr Payne re-iterated funds from the Parish Council are being used for the management of the land and monthly interest payment as per the agreement, no money is being transferred to the Charity for which several Councillors are Trustees. Clerk to undertake review of risk and payments made to date. 	Clerk
21/055	<p>Working Party / Task & Finish Group reports</p> <p>No update to report on the following: Neighbourhood Plan Newsletter Editorial Drainage Working Party Climate Emergency East Impington Public Art</p>	
21/056	<p>TO ACCEPT Committee Reports</p> <p>056.1 Planning Committee – draft minutes 10th August, 31st August provided to all and accepted. Next meeting due 24th September 2021.</p> <p>056.2 Environment Committee – on-site workshop held 7th September to review re-installation of electricity at Crossing Keepers Hut</p> <p>To agree formation of a Task & Finish Group to spec and complete re-installation of electric at Crossing Keepers Hut. Following discussion, majority in favour to delegate project to Parish Ranger and Office team to progress project specification and return to Council with a Capital Bid request for funding only.</p> <p>To agree formation of Task & Finish Group to spec and oversee replanting of rose beds at War Memorial. All in favour to delegate to Parish Ranger and Office team, noting preference for planting to be of a standard the grounds team can maintain, not necessarily roses.</p> <p>056.3 Finance & Assets Committee - next meeting due 25th October 2021</p> <p>056.4 Highways Committee – To review and approve LHI plans and to agree project delegation in line with Externally Led Highways Project Policy. Plans provided to all, Cllr Murray to seek further clarification from County Council, item for next agenda</p> <p>056.5 Recreation Committee – Workshop to review survey results due to be held Monday 27th September, 7.30pm in the Community Room</p> <p>To agree to purchase new hedge trimmers – paper provided to all outlining preference for battery operated machinery. All in favour to agree to purchase two battery operated hedge trimmers to the value of £969 + VAT</p>	<p>PRanger /Office Team</p> <p>PRanger /Office Team</p> <p>YM/Oct Agenda</p>
21/057	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 6)</p> <p>057.1 August Finance report provided to all, noted</p> <p>057.2 Delegated payment of accounts noted</p> <p>057.3 Approve payment of outstanding accounts - Proposed Cllr Jones, seconded Cllr Ing, all in favour and agreed</p> <p>057.4 Amounts paid in noted</p> <p>057.5 External Audit Report not provided in packs, item in next agenda. Chair informed all of no issues raised and wished to record thanks to RFO Mrs King for her efforts ensuring a smooth audit process for the Council</p>	

<p>21/058</p> <p>058.1</p> <p>058.2</p> <p>058.3</p> <p>058.4</p> <p>058.5</p> <p>058.6</p>	<p>OTHER MATTERS</p> <p>Chairman formally asked for an extension of 20 minutes under Standing Order 3x, all agreed</p> <p><u>Vision, Mission & Restructure</u> – Cllr Murray verbally reported on findings of recent surveys highlighting themes including:</p> <ul style="list-style-type: none"> - Transparency; Access; Governance; Simplicity; Behaviour; Boundaries; Ownership and Principles <p>Workshop to discuss responses scheduled 22nd September</p> <p><u>Infant School Playing Field</u> – Paper provided to all including copy of draft Heads of Term.</p> <p>Proposed Cllr Payne:</p> <ul style="list-style-type: none"> • To enter into a lease for the Infants’ School Playing Field at a rent of £1,000 pa • To accept the Heads of Terms • To engage legal advice to review the lease • Establish a process for agreeing the forest school area with the Early Years team <p>Proposed Cllr Payne, Seconded Cllr Cahn, all in favour and agreed</p> <p><u>Capital Bid Request:</u></p> <p>Additional looms and Bulbs for Christmas Lights, Village Green paper provided to all outlining request of £1615.24. Proposed Cllr Jones, Seconded Cllr Davey all in favour and agreed</p> <p><u>Histon & Impington Parish Council Policy Book – To review and approve</u> 2021 Policy Book. Chair requested item deferred to next agenda, all in favour and agreed</p> <p><u>To Agree</u> to purchase wreath and donation for Remembrance Day Fund up to £100 in accordance with its powers under Section 137 and 139 of Local Government Act 1972. All in favour and agreed</p> <p><u>For Decision: Requests for Funding Received:</u></p> <p>The Connections Bus Youth Project. Invoice received for £7,894.00 for youth work contract with the Connections Bus Project for Autumn Term 2021. Budgeted for in precept calculations for 2021/22. Proposed Cllr Payne, Seconded Cllr Stonham, all in favour and agreed</p> <p>Age UK Cambridgeshire and Peterborough. Funding for Histon and Impington Warden Scheme for 1st April 2021 to 31st March 2022. £8,000. Budgeted for in precept calculations for 2021/22. Proposed Cllr Payne, Seconded Cllr Cleaver, all in favour and agreed</p> <p>HI Friends Grant request. Funding for Mental Wellbeing Co-Ordinator at £3,000; Older Person’s Co-Ordinator £2,375. Cllr Davies declared a pecuniary interest and left the room for this item. Cllrs Murray and Stonham declared non-pecuniary interest and abstained from the vote. Proposed Cllr Payne, seconded Cllr Ing, all in favour and agreed</p>	<p>Oct</p> <p>Agenda</p> <p>S137</p>
<p>21/059</p>	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p><u>Website:</u> Delegated to Chair, Vice Chair and Clerk to draft, topic for inclusion include: New Councillor; Infant School Lease; Abbey Fields Funding;</p> <p><u>Next Agenda:</u> Co-Option; Policy Review;</p>	
<p>21/060</p>	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 18th October 2021</p>	
	<p>Meeting closed: 9.45pm</p> <p>Appendix 1: Action List</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>	

DRAFT