

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 18<sup>th</sup> October 2021**

**10 Appendices attached**

# Full Council Minutes

| <b>Agenda No:</b> | <p>Present: <b>Cllrs:</b> Denis Payne (Chair), Yvonne Murray, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Cedric Foster, Brian Ing, David Jenkins, Chris Jones, David Legge, Geoff Moore, Pene Nudds, Kim Powell, Edd Stonham, Jean Venables<br/> <b>Dist Cllrs:</b> Martin Cahn, Steve Hunt (in part)<br/> <b>Cty Cllr:</b> Ros Hathorn<br/> <b>Clerk(s):</b> Chelsea O'Brien; Theresa King<br/> <b>Friends of Histon &amp; Impington Community Representatives:</b> Vernon Dudley, Jessica Pratt, Sophie Howell</p>  | <b>Action/ Power</b> |
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| 21/061            | <p><b>APOLOGIES FOR ABSENCE</b><br/> Apologies from Cllr Butcher (work), Cllr Jocelyn (personal)</p>  |                      |
| 21/062            | <p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b><br/> None declared</p>   |                      |
| 21/063            | <p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b><br/> Due to review taking place, some Committee meetings have been postponed until October. Visit <a href="http://www.hisimp.net">www.hisimp.net</a> for details</p>   |                      |
| 21/064            | <p><b>CO-OPTION TO COUNCIL</b><br/> No applications received</p>  |                      |
| 21/065            | <p><b>PUBLIC PARTICIPATION</b><br/> No public present</p>   |                      |
| 21/066            | <p><b>PRESENTAION: Friends of Histon &amp; Impington Community – Introduction and Overview of the Charities Activities &amp; Aspirations</b></p> <p>Vernon Dudley, Chair opened the presentation and thanked the Council for the opportunity to present.<br/> Jessica Pratt outlined Charity objectives, goals and the wide range of activities and classes on offer to the wider community.<br/> Sophie Howell, Mental Wellbeing Worker briefed on:</p> <ul style="list-style-type: none"> <li>- Breaking down the stigma of Mental Health</li> <li>- Worry Tree Café success</li> <li>- iCAS program at IVC, 23 students involved to increase awareness, educate, provide tools and techniques</li> <li>- COVID Pandemic has seen an increase in services</li> <li>- Family Hub Event kicked off with 15 families in attendance</li> <li>- Telephone surgery started in lockdown</li> <li>- Aspirations to expand iCAS program to the community and introduce Community Champions</li> <li>- One to one work with teenagers</li> </ul> <p>Many of classes are self-funding due to the numbers attending, but the importance of funding and donations to support the Wellbeing Team was emphasised. The Parish Council was thanked for the support shown both financially and in terms of providing a safe venue and open spaces for activities to take place. A continued good working relationship is essential going forward.</p> <p>Cllr Nudds was impressed with the number of volunteers and Trustees supporting the Chairty</p> |                      |

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|               | <p>but urged the Charity to consider approaching local businesses for financial support and sponsorship of events</p> <p>Cllr Ing urged the Council to consider defining its role in supporting the Chairty and offered to draft an outline paper for January Full Council</p> <p>Cllr Payne queried remit of support noting offer of Dementia support to Orchard Park. Note Chairty remit is wider community and to help those in need.</p> <p>Council thanked all for attending, Vernon, Jessica and Sophie left the meeting</p>   |               |
| <b>21/067</b> | <b><u>TO APPROVE minutes of the meeting held 20<sup>th</sup> September 2021</u></b>  |               |
| 067.1         | All in favour and <b><u>agreed</u></b> . Chair to duly sign minutes as a true record of the meeting  |               |
| <b>21/068</b> | <b><u>MATTERS ARISING</u></b>  |               |
| 068.1         | Actions List provided to all and noted ( <b>Appendix 1</b> )   |               |
| <b>21/069</b> | <b>REPORTS TO NOTE</b>   |               |
| 069.1         | <p><b>County Council</b> written monthly report September (<b>Appendix 2</b>) copied to all and accepted covering: Health Care across Cambridgeshire; Decentralisation of decision making; Climate Emergency; Flooding; Meetings Attended; Reporting of Highways Faults</p> <p>Additional discussion on:</p> <ul style="list-style-type: none"> <li>- Cllr Nudds queried when staff will be returning to help those using the Recycling Centre at Milton. Cllr Hathorn confirmed COVID measures are likely to remain in place for the time being noting number are increasing</li> <li>- Decentralisation of decision making – Cllr Hathorn committed to providing more details as they become available but outlined purposed is for those connected to the area to make decisions and encourage working together for local decisions</li> <li>- Tour of Jam Factory – Cllr Hathorn to circulate details but urged all take up the offer of a tour of the factory and confirmed McCarty and Stone planning application on hold for the time being</li> </ul> <p><b>District Councillor</b> written monthly report September (<b>Appendix 3</b>) copied to all and accepted covering: COVID recovery; Mobile/Community Warden Schemes; Environmental Health; Recycling; Local Plan Consultation; 5G mast Rejected; Residents Survey</p> <ul style="list-style-type: none"> <li>- Hunters Close – Cllrs Nudds, Payne and Venables all expressed concern regarding drainage; landscaping and damage to protected trees. Cllr Jenkins urged Council to write directly to CEO at SCDC with concerns, copy to be provided to Cty Cllr Hathorn</li> <li>- Cllr Payne confirmed Hill have accepted liability to damage incurred to No.75 Impington Lane, no outcome for 69 to date</li> <li>- SCDC breach of conditions noted</li> <li>- Concerns drainage system not yet implemented on site although houses and infrastructure has been built</li> <li>- Drainage system blocked by rubble and building debris</li> <li>- Lessons learnt from development noting the need to condition and implementation of drainage infrastructure early on in the development</li> </ul> <p>With agreement of Council, Chair brought forward items 071.1; 073.1; 073.4</p> | Clerk/<br>DWP |
| 069.2         | <p><b>Clerk's Report</b> written report provided to all and accepted (<b>Appendix 4</b>).</p> <p><b>Remembrance Parade</b> Chair highlighted insurance provider would not cover events not arranged by the Parish Council, Council to consider taking the lead next year to ensure event can take place safely with insurance and required paperwork in place.</p> <p>Cllr Stonham confirmed British Legion, nationally, are no longer able to provide insurance due to previous claims for events</p> <p><b>Committee Budgets</b> to be with the RFO by end of November</p>   |               |
| 069.3         | <p><b>Chairman's Report</b> written report provided to all and accepted (<b>Appendix 5</b>).</p> <p><b>Website &amp; Office 365</b> workshop details to be circulated to al, taking place on Zoom</p>  |               |

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| <p>21/070</p> <p>070.1</p>  | <p><b>Working Party / Task &amp; Finish Group reports</b></p> <p>No update to report on the following:<br/> <b>Neighbourhood Plan</b><br/> <b>Newsletter Editorial</b><br/> <b>Drainage Working Party</b><br/> <b>Climate Emergency</b><br/> <b>East Impington</b><br/> <b>Public Art</b><br/> <b>Community Park</b> – Public Consultation exhibition taking place Tuesday 9<sup>th</sup> November, 3.30 – 7.30pm in the Community Room. Details to be circulated to all and posted on website</p>  |  |
| <p>21/071</p> <p>071.1</p> <p>071.2</p> <p>071.3</p> <p>071.4</p> | <p><b>TO ACCEPT Committee Reports</b></p> <p><b>Planning Committee</b> – draft minutes 12<sup>th</sup> October 2021 provided to all and accepted. Next meeting due 2<sup>nd</sup> November 2021</p> <p>Discuss options to involve the community in the consultation on the Greater Cambridge Local Plan. Paper provided to all (<b>Appendix 6</b>).<br/> Cllr Moore provided a written motion copied to all; following debate Cllr Davies suggested an amendment to address the Council's concerns and the balance the motion, to read:<br/> <b>MOTION:</b> <i>'The Parish Council thinks this is significant and interesting. We have some major concerns, principally around the risk of greater traffic through the villages and the possible impact on the social mix of the community. We also see some significant opportunities to address key issues and concerns that are important to the community; these include:</i></p> <ul style="list-style-type: none"> <li>- <i>Securing existing recreation space</i></li> <li>- <i>Increasing that space significantly for both the community and IVC</i></li> <li>- <i>Providing access to open countryside, both formal and wild, on the eastern side of the community where there is a paucity of access</i></li> <li>- <i>The possibility of a safe cycle route round the eastern side of the community to the Busway</i></li> </ul> <p><i>All this merits serious engagement with the proposers. The Parish Council would therefore not wish to see the proposal ruled out of the next Local Plan. The interest is not, at this stage, an endorsement of the proposal.</i><br/> <i>The Parish Council is very keen to hear views on this from the community'</i></p> <p>Cllr Murray noted no data has been gathered to date to ascertain true impact of proposal on the village and expressed support to engage with Community and explore options further. Further discussion on availability of office space at Vision Park and empty industrial building throughout Cambridgeshire noted.</p> <p>Proposed Cllr Moore, Seconded Cllr Jones, 1 against, 1 abstention, <b>motion carried</b><br/> Parish Council to run an event to be pro-active and take leadership in informing its residents of opportunities and the process for involvement in the Local Plan. Event to be led by the Planning Committee</p> <p><b>Environment Committee</b> – to review and approve Capital Bid for installation of electricity at Crossing Keepers Hut. Capital Bid Form provided to all (<b>Appendix 7</b>). RFO confirmed quote for the works received resulting in additional fund required, total cost for reinstatement for consideration is £8617 + VAT.<br/> New installation of cabling will be up and over, avoiding the easement zone, options for generators and other supplies explored and not viable or safe for community use. Cllr Nudds expressed support from the Environment Committee to re-instate.<br/> Proposed Cllr Jenkins, Seconded Cllr Cahn, all in favour, 3 abstentions, <b>agreed</b>. RFO confirmed 3 week wait on UK Power Network following receipt of payment, power provision in time for Christmas lights will be tight.</p> <p><b>Finance &amp; Assets Committee</b> - next meeting due 25<sup>th</sup> October 2021</p> <p><b>Highways Committee</b> – To delegate review and approval of LHI plans to Highways Committee. Following discussion, Chair proposed to delegate to Committee Chair, Clerk calling upon Committee members if required to approve and oversee project. Proposed Cllr Payne, Seconded Cllr Legge all in favour and <b>agreed</b></p> | <p>Plg<br/>Comm</p> <p>YM/<br/>Clerk</p> |

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| <p>21/072</p> <p>072.1</p> <p>072.2</p> <p>072.3</p> <p>072.4</p> | <p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 8)</b></p> <p><b>RFO report</b> provided to all including delegated payments, noted</p> <p><b>Approve payment of outstanding accounts</b> - Proposed Cllr Ing, seconded Cllr Murray, all in favour and <b>agreed</b></p> <p><b>Amounts paid in</b> noted</p> <p><b>External Audit Report</b> provided to all. Cllr Ing thanked staff for overseeing another successful process</p>   |  |
| <p>21/073</p> <p>073.1</p> <p>073.2</p> <p>073.3</p> <p>073.5</p> | <p><b><u>OTHER MATTERS</u></b></p> <p><b><u>Vision, Mission &amp; Restructure</u></b> – copy of PowerPoint presentation provided to all (<b>Appendix 9</b>).</p> <p>Discussion covered:</p> <ul style="list-style-type: none"> <li>- Documents provided are not final, just a starting point for fine tuning as Council begins to introduce changes</li> <li>- Changes at Committee level welcomed</li> <li>- Credit and recorded thanks to Yvonne Murray for work and consultation to date</li> <li>- Lack of interaction between Committee Chairs and suggestion of Forum to enable regular updates and interaction</li> <li>- Bold and forward thinking</li> <li>- Process and procedure to enable interaction between Committees to take place</li> <li>-</li> </ul> <p><b>To review and approve:</b></p> <p>Mission Statement<br/> Vision Statement<br/> Short-terms goals<br/> Core Values<br/> With the inclusion of Committee Chair Forum</p> <p>Proposed Cllr Murray, Seconded Cllr Cahn, majority in favour and <b>approved</b></p> <p><b>To review and approve in principle:</b><br/> Proposed Committee Structure</p> <p>Proposed Cllr Murray, Seconded Cllr Jones all in favour and <b>approved</b></p> <p><b><u>Website Review</u></b> – item delegated to working group to progress following input from workshop planned (as reported in Chairs report)</p> <p><b><u>Histon &amp; Impington Forum</u></b> discussion paper drafted by Cllr Ing provided to all (<b>Appendix 10</b>). Cllr Ing outlined proposed initially aired at July Full Council and asked all to review paper and provide feedback for full review of proposals at January Full Council. Initially concerns expressed of wide scope and perhaps should be more focussed. Annual Parish Meeting noted a good mechanism for getting an audience</p> <p><b><u>MOTION:</u></b><br/> <b>Proposed Cllr Jenkins:</b></p> <p><b>Council notes that:</b></p> <ul style="list-style-type: none"> <li>• local farming contributes to our community's 'essential character'</li> <li>• farms must be run safely and in a manner which allows farmers to operate profitably; and</li> <li>• permissive footpaths on farmland are in the gift of the owner of the land.</li> </ul> <p>It further notes that rights to use a permissive footpath running alongside the CCSA have recently withdrawn.</p> <p><b>Council therefore agrees to:</b></p> <ul style="list-style-type: none"> <li>• make contact with the farmer responsible for footpath running alongside the CCSA with a view to enabling it to be reinstated; and</li> <li>• make it clear to the community and others who visit it that they should not access farmland (e.g. for walking or horse riding) if there is no designated footpath.</li> </ul> | <p>W/Group</p> <p>Jan Full Council</p> |

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|        | <p>Cllr Jenkins verbally briefed all and wished to include the following point to the motion:<br/><i>Access to the countryside is important for the community's health and this often take place along permissive footpaths</i></p> <p>Building relationships with village landowners is important in establishing a footpath network for all to use. Cllr Nudds verbally outlined issues noted and reported including a tree in poor health and damage to a foot bridge.</p> <p>Proposed Cllr Jenkins, Seconded Cllr Davies all favour an <b>agreed</b>. Clerk to work with Cllr Jenkins to establish contact and work towards reinstatement.</p> |  |
| 21/074 | <p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b><br/><b>Website:</b> Delegated to Clerk to draft</p> <p><b>Next Agenda:</b><br/><b>Histon &amp; Impington Parish Council Policy Book – To review and approve 2021 Policy Book</b><br/><b>Commitment to Adopt Code of Conduct 2022</b><br/><b>Capital Bid Forms</b> Replacement Tennis Court Fencing; Green Spaces; Road Closure Training</p>   |  |
| 21/075 | <p><b>Next Full Council: Histon &amp; Impington Parish Council</b><br/>Monday 15<sup>th</sup> November 2021</p>  |  |
|        | <p><b>Meeting closed: 9.38pm</b></p> <p>Appendix 1: Action List<br/>Appendix 2: County Councillors Report<br/>Appendix 3: District Councillor Report<br/>Appendix 4: Clerk's Report<br/>Appendix 5: Chair's Report<br/>Appendix 6: Local Plan Paper<br/>Appendix 7: CKH Capital Bid<br/>Appendix 8: RFO Report<br/>Appendix 9: Vision Mission &amp; Restructure<br/>Appendix 10: Community Forum</p>   |  |