

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 15<sup>th</sup> November 2021**

11 Appendices attached

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> Denis Payne (Chair), Yvonne Murray, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Brian Ing, David Jenkins, Simon Jocelyn, Chris Jones, David Legge, Geoff Moore, Kim Powell, Edd Stonham, Jean Venables</p> <p><b>Dist Cllrs:</b> Martin Cahn, Steve Hunt (in part)</p> <p><b>Cty Cllr:</b> Ros Hathorn (in part)</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King</p> <p><b>Residents:</b> 1</p>	
21/076	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies from Cllr Butcher (work), Cedric Foster (personal), Pene Nudds (personal) Dist Cllr Heylings</p>	
21/077	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>Cllr Payne declared a pecuniary interest – item 085.2 Cllr Jocelyn declared a pecuniary interest – item 084.1 Cllrs Davies, Murray and Stonham declared a =pecuniary interest – item 085.2</p>	
21/078	<p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Due to review taking place, some Committee meetings have been postponed. Visit <a href="http://www.hisimp.net">www.hisimp.net</a> for details</p>	
21/079	<p><b>CO-OPTION TO COUNCIL</b></p> <p>No applications received</p>	
21/080	<p><b>PUBLIC PARTICIPATION</b></p> <p>No items raised</p>	
21/081	<p><b><u>TO APPROVE minutes of the meeting held 18<sup>th</sup> October 2021</u></b></p> <p>081.1 All in favour and <b><u>agreed</u></b>. Chair to duly sign minutes as a true record of the meeting</p>	
21/082	<p><b><u>MATTERS ARISING</u></b></p> <p>082.1 Actions List provided to all and noted (<b>Appendix 1</b>) Additional comment on items: <u>044.2 Capital Bid requests</u> – January agenda item <u>051.1 ETRO</u> confirmed as being made permanent – item to be removed from list <u>054.3 Abbey Fields</u> – error in report, item for January agenda <u>069.1 Planning Enforcement Hunters Close</u> – Cllr Payne has opened dialogue with SCDC <u>073.3 Forum Feedback</u> – item on this agenda (November), see agenda item 086.4 <u>20/131.1 Flood Plan</u> – Cllr Moore updated on meeting planned with Environment Agency 26<sup>th</sup> November to review draft plan</p>	
21/083	<p><b>REPORTS TO NOTE</b></p> <p>083.1 <b>County Council</b> written monthly report October (<b>Appendix 2</b>) copied to all and accepted covering: COVID Enhanced Response Area; Support Funding; Abbey Fields; Removal of Crossing B1049; 20MPH; Gritters. No additional item raised <b>District Councillor</b> written monthly report October (<b>Appendix 3</b>) copied to all and accepted</p>	

	<p>covering: Local Plan; COVID; "Golden Number"; Community Led Plans; GCP Travel Consultation; Flagship Homes; Children and Young People's Grants; Christmas Market in Cambourne 5<sup>th</sup> December</p> <p>Additional discussion on:</p> <ul style="list-style-type: none"> <li>- Local Plan Consultations – members wished to thank SCDC for the offer of support for facilitating Local Plan events</li> <li>- Thermal Imaging Camera Loans – scheme has now started</li> </ul>	
083.2	<b>Clerk's Report</b> written report provided to all and accepted ( <b>Appendix 4</b> ). No additional items raised	DWP
083.3	<b>Chairman's Report</b> written report provided to all and accepted ( <b>Appendix 5</b> ). No additional items raised. Members expressed support for Chair to write to Firs House to express thanks for looking after the health of residents.	
<b>21/084</b>	<b>TO ACCEPT Committee Reports</b>	
084.1	<p><b>Planning Committee</b> – draft minutes 2<sup>nd</sup> November provided to all and accepted. Next meetings due 23<sup>rd</sup> November, 14<sup>th</sup> December.</p> <p>Cllr Jocelyn declared a pecuniary interest and took no part in the discussion or vote</p> <p>Land East of Impington – paper provided to all (<b>Appendix 6</b>) outlining proposed actions. Cllr Moore verbally briefed Council on the proactive campaign to encourage the community to respond to the Local Plan consultation.</p> <p>Discussion covered:</p> <ul style="list-style-type: none"> <li>- Need for leaflet to be neutral and informative</li> <li>- Clearly quote Parish Council position</li> <li>- Wording of leaflet to be drafted and passed by Office prior to publication</li> <li>- Community engagement exercise</li> <li>- Caution expressed to not over use volunteer delivery network</li> </ul> <p>Proposed Cllr Moore, seconded Cllr Cahn, 8 in favour, 3 against 2 abstentions, motion carried and <b>approved</b></p>	Clerk
084.2	<p><b>Finance &amp; Assets Committee</b> – draft minutes 25<sup>th</sup> October provided to all and accepted. Next meetings due 6<sup>th</sup> December, 10<sup>th</sup> January 2022</p>	
084.3	<p><b>Recreation Committee</b> to <b>agree</b> to purchase new sprayer. Paper provided to all outlining three quotes and recommendation from Head Groundsman to purchase Evensprey from Pitchcare to value of £966.10 + VAT. Delegations to be reviewed to include provision to purchase ground machinery necessary to undertake daily tasks</p>	
084.4	<p><b>Highways Committee</b> election of Committee Chair noting resignation of Cllr Murray. Cllr Murray proposed Cllr Jones, seconded Cllr Stonham, all in favour and <b>accepted</b>. Cllr Jones elected as Highways Committee Chair</p>	
<b>21/085</b>	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 7)</b>	
	<p>Cllrs Payne, Murray, Stonham and Davies all declared pecuniary interest and left the meeting. In the absence of the Chair all agreed Cllr Jones to Chair for this item.</p>	Clerk
085.1	<b>RFO report</b> provided to all including delegated payments, noted	
085.2	<b>Approve payment of outstanding accounts</b> - Proposed Cllr Ing, seconded Cllr Moore, all in favour and <b>agreed</b>	
085.3	<b>Amounts paid in</b> noted	
085.4	<p><b>Receipt of</b> letter of resignation from Internal Auditor. Clerk to formally write and thank Mr Parish on behalf of Council</p> <p>Cllrs Payne, Murray, Stonham and Davies returned to the meeting</p>	
<b>21/086</b>	<b>Other Matters</b>	
086.1	<p><b>Vision, Mission &amp; Restructure</b> review and approve Five Governing Terms of Reference for all Council forums. Paper provided to all (<b>Appendix 8</b>)</p> <p>Cllr Murray outlined two changes to the wording following feedback, point 5 to read:</p>	

	<p><i>To lead and empower Council and Staff Teams to successful delivery of our plans, projects and tasks</i></p> <p>Additional discussion covered:</p> <ul style="list-style-type: none"> <li>- Task &amp; Finish Group to be extended to include anyone who wants to take part</li> <li>- Key Committee Chairs take part</li> <li>- Working Party meeting essential to draft Terms of Reference for presentation to Council in January</li> <li>- Setting a firm deadline is essential</li> </ul> <p>Proposed Cllr Jones, seconded Cllr Jenkins <b>all in favour</b> and accepted</p>	
086.2	<p><b>Website Task &amp; Finish</b> paper provided to all (<b>Appendix 9</b>) detailing request and costings to Council to:</p> <ol style="list-style-type: none"> <li>1. To authorise a budget and purchase of up to £1800 for new website, and for archive and compliance current <u>Hisimp.net</u> website.</li> <li>2. To authorise the purchase of a new domain of <u>hisimp-pc.gov.uk</u> with a budget of £150 exc VAT (ongoing cost per year of £60 exc VAT).</li> </ol> <p>Cllr Stonham confirmed HIPC.gov.uk would not be allowed within the rules of domain so Hisimp-pc.gov.uk would be the domain name should Council proceed. Noting £300 annual support fee includes automated updates to support accessibility requirements. Proposed Cllr Stonham, seconded Cllr Venables, all in favour and <b>approved</b>.</p>	
086.3	<p><b>Further Review of Microsoft Office 365</b> – paper provided to all (<b>Appendix 10</b>) detailing request and costings to Council to:</p> <ol style="list-style-type: none"> <li>1. Authorise a budget of £200 for this group to be used if required for external professional IT advice.</li> <li>2. Set a preliminary budget of £3,000 to be included in the budget review for the coming council year for the Microsoft 365 subscription service and associated support.</li> <li>3. Task and Finish Group to continue to review the capabilities, use and associated policies / user guidelines for adoption of MS-365 with a goal to present at the January Full Council meeting. This review is subject to availability and will include members of the Office team.</li> </ol> <p>Cllr Jenkins outlined to Council the impact of the financial commitment to Council being 1% on the precept and need for document to outline the problem that implementing this software is solving. Communication and understanding ways of working of the Office team required going forward. Cllr Jones confirmed £3,000 included vendor costs but does not include Council Officer time for implementation. Time for Staff and Councillor training required on implementation. Clerk requested consideration on timing of implementation noting budgeting/precept and December newsletter priority in the Office. Proposed Cllr Jones, seconded Cllr Stonham all in favour and <b>agreed</b>.</p>	
086.4	<p><b>Histon &amp; Impington Forum</b> to approve formation of a Task and Finish Group to work with Councillors and village organisations to organise an inaugural test meeting of a Histon and Impington Forum in March 2022. Cllr Ing drafted paper and provided to all (<b>Appendix 11</b>). Discussion covered:</p> <ul style="list-style-type: none"> <li>- Potential to cause confusion noting Committee Governing Terms of Reference includes community consultation</li> <li>- Opportunity for organisations to learn about each other</li> <li>- Need to be focussed</li> <li>- Platform to assist Committees in engagement</li> <li>- Cllrs Murray, Cahn, Powell and Ing expressed interest in Task &amp; Finish Group Membership</li> </ul> <p>Proposed Cllr Ing, seconded Cllr Jocelyn. 9 in favour, 3 against, 2 abstentions</p>	
086.5	<p><b>Youth Shelter at School Hill</b> - complaints received of anti-social behaviour, to consider</p>	

<p>086.6</p> <p>086.7</p> <p>086.8</p>	<p>future use at this site. Members noted reports but wished to know the views of young people in the village on potential new locations and whether the shelter is used for the correct purposes. Clerk to ask Youth Worker to engage young people and feedback to January meeting</p> <p><b><u>Partnership Agreement for delivery of Cambridge Nature Network – Nature Recovery Project (funded by Natural England)</u></b> request for Parish Council Chair to sign and receive grant funding on behalf of H&amp;I Green Spaces. Copy of application provided to all. Requests for spend to be sent to Office for payment, <b>all in favour</b> Cllr Payne to sign application.</p> <p><b><u>Commitment to Adopt Code of Conduct 2022</u></b> Histon &amp; Impington Parish Council to commit to adopting South Cambridgeshire Model Code of Conduct. Item deferred to January agenda noting no supporting papers circulated</p> <p><b><u>Histon &amp; Impington Parish Council Policy Book – To review and approve</u></b> 2021 Policy Book provided to all by email. <b>All in favour</b> to accept policy book except for Tree Policy which needs reviewing and amending in line with delegations.</p>	<p>Clerk</p> <p>DWP</p> <p>January Agenda</p>
<p>21/087</p>	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>  <b>Website:</b> Delegated to Clerk to draft</p> <p><b>Next Agenda:</b>  <b><u>Adopt Code of Conduct 2022 and Guidance</u></b>  <b><u>Capital Bid Forms</u></b> Replacement Tennis Court Fencing; Green Spaces; Road Closure Training  <b><u>Microsoft 365</u></b>  <b><u>Committee Terms of Reference</u></b>  <b><u>Feedback from Youth – Youth Shelter Usage</u></b>  <b><u>Precept request</u></b>  <b><u>Community Mental Wellbeing</u></b></p>	
<p>21/088</p>	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b>  Monday 17<sup>th</sup> January 2022</p>	
	<p><b>Meeting closed: 9.32pm</b></p> <p>Appendix 1: Action List  Appendix 2: County Councillors Report  Appendix 3: District Councillor Report  Appendix 4: Clerk’s Report  Appendix 5: Chair’s Report  Appendix 6: East Impington  Appendix 7: RFO report  Appendix 8: Vision Mission &amp; Restructure  Appendix 9: Website Task &amp; Finish  Appendix 10: MS365  Appendix 11: Histon and Impington Forum</p>	