

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 17<sup>th</sup> January 2022**

10 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, Pippa Heylings</p> <p><b>Cty Cllr:</b> Ros Hathorn</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King</p> <p><b>Residents:</b> 0</p>	
21/089	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies from Cllr Pene Nudds (personal) Cllr Butcher was absent</p>	
21/090	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>None declared</p>	
21/091	<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>	
21/092	<p><b>PUBLIC PARTICIPATION</b></p> <p>No public present</p>	
21/093	<p><b><u>TO APPROVE minutes of the meeting held 15<sup>th</sup> November 2021</u></b></p> <p>093.1 Cllr Cleaver requested an amendment to minute 086.5 Youth Shelter to include Council notes this is not just a hive for anti-social behaviour. All in favour and <b>agreed</b>. Chair to duly sign minutes as a true record of the meeting</p>	
21/094	<p><b><u>MATTERS ARISING</u></b></p> <p>094.1 Actions List provided to all and noted (<b>Appendix 1</b>) Additional comment on items: <b><u>20/131.1 Flood Plan</u></b> – Update at March meeting <b><u>021/069.1 Planning Enforcement &amp; Drainage Concerns Hunters Close</u></b> – Cllr Payne reported meeting has been held with CEO of SCDC. Surface Water Drainage scheme uncomplete although site is now occupied. Planning Committee to consider in future conditioning Surface Water Drainage Schemes on developments to be completed and signed off prior to occupation. SCDC Tree Officer to visit residents of Impington Lane regarding landscaping. <b><u>021/086.4 Histon &amp; Impington Forum</u></b> Cllr Ing confirmed forum have met, update to be provided at March 2022 meeting</p>	
21/095	<p><b>REPORTS TO NOTE</b></p> <p>095.1 <b><u>County Council</u></b> written monthly reports November and December (<b>Appendix 2</b>) copied to all and accepted covering: General Business; COVID; Road Safety; Council Budget; New CEO; Draft Climate Strategy; Land Use Framework; Flood Risk Strategy; Removal of pedestrian crossing B1049 Additional discussion on: - <b>Histon Library</b>, Cllr Davies queried why the Library is opening 10 months behind other units within the development and without internet provisions. Cllr Hathorn to</p>	<b>Cty Cllr</b>

	<p>feedback and update</p> <p><b>District Councillor</b> written monthly reports November and December (<b>Appendix 3</b>) copied to all and accepted covering: Local Plan; Investment Strategy; Capital Strategy; Grant Aid Support; Monopole Applications; Impington Farm; COVID; Green Bins; Dates for the Diary</p> <p>Additional discussion on:</p> <ul style="list-style-type: none"> <li>- <b>Mere Way S278 agreement</b> with County Council. Cllr Payne noted the Parish Council has received no correspondence or opportunity to comment, noting Sunclose Farm has also not been approached for comment. Dist Cllrs to review and feedback. Cllr Ing also noted Greater Cambridge Partnership plans for fast transport link has also not been shared with the Council for comment</li> <li>- <b>Cultural Strategy</b> feedback welcomed</li> <li>- <b>Monopole Applications</b> Cllr Payne report recent application has been refused, Dist Cllr Heylings suggested Council thinks about suitable locations as these are likely to not go away. Cllr Jocelyn has made contact with applicant, awaiting a response but reported Planning Committee's aspirations for a public meeting to discuss further</li> <li>- <b>Impington Farm</b> Dist Cllr Cahn reported building of interest has been located on the site, negotiations are on-going</li> </ul>	Hathorn
095.2	<b>Clerk's Report</b> written report provided to all and accepted ( <b>Appendix 4</b> ). No additional items raised	Dist Cllrs
095.3	<b>Chairman's Report</b> no report provided.	
<b>21/096</b>	<b>TO ACCEPT Committee Reports</b>	
096.1	<b>Planning Committee</b> – draft minutes 23 <sup>rd</sup> November, 14 <sup>th</sup> December, 11 <sup>th</sup> January 2022 provided to all and accepted. Next meeting due 1 <sup>st</sup> February 2022	
096.2	<b>Finance &amp; Assets Committee</b> – draft minutes 6 <sup>th</sup> December, 10 <sup>th</sup> January 2022 provided to all and accepted. Next meeting due 25 <sup>th</sup> April 2022	
	With agreement of the Council, Chair moved this item to the end of the meeting	
096.3	<b>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</b>	
	All in favour, Dist Cllrs Heylings, Cahn, Hunt and Cty Cllr Hathorn left the meeting	
096.4	<b>Employment Committee</b> - To sanction recommendations of Employment Committee meeting held 12 <sup>th</sup> January 2022. <b>1 SCP Increase</b> backdated to 1 <sup>st</sup> October 2021 in line with Policy for: Clerk; RFO; Heads Parish Groundsman; Head Parish Ranger All in favour and accepted	
	<b>Administration Assistant</b> to be offered a permanent contract of employment. All in favour and accepted. Standard contract of employment and existing job description to remain	Clerk
096.5	<b>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</b>	
	All in favour and approved	
<b>21/097</b>	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 5)</b>	
097.1	<b>RFO report</b> provided to all including delegated payments, noted	
097.2	<b>Approve payment of outstanding accounts</b> - Proposed Cllr Ing, seconded Cllr Davies, all in favour and <b>agreed</b>	
097.3	<b>Amounts paid in</b> noted	
097.4	<b>2022-2023 Precept</b> - to approve recommendation to request precept for 2022-2023 from South Cambridgeshire District Council of £399,660.89, an increase of 3%, making the figure	

	<p>£119.89 per annum on a Band D property, with Council Tax rates continuing to be equal for the two parishes. Supporting paper provided to all (<b>Appendix 6</b>)</p> <p>Cllr Jenkins thanked all Committee Chairs and congratulated all involved on the smooth process.</p> <p>Proposed Cllr Jenkins, seconded Cllr Moore, all in favour and accepted, Histon &amp; Impington Parish Council to request a precept for 2022-23 from South Cambridgeshire District Council of £399,660.89, an increase of 3%.</p>	
<b>21/098</b>	<b><u>Other Matters</u></b>	
098.1	<p><b><u>Council to Authorise Purchase of Microsoft Office 365 Annual Subscription</u></b> delegating spend up to £3000 including migration costs to Working Group. Paper outlining process and quotes received copied to all (<b>Appendix 7</b>). Cllr Jones updated all on meetings held to date, input from the Office team and suppliers contacted. He thanked RFO for sending specification to four companies, three of which provided detailed quotations.</p> <p>Proposed Cllr Jones, seconded Cllr Stonham, 1 abstention, all in favour and approved</p>	
098.2	<p><b><u>MS365 Email and Document Management Policy</u></b> to support the transition to Microsoft Office 365. Draft policy provided to all for information only (<b>Appendix 8</b>). Comments to be submitted to Cllr Jones by 31<sup>st</sup> January</p>	
098.3	<p><b><u>Histon &amp; Impington Green Spaces</u></b> update and <b>recommendations for approval</b> within the report provided to all (<b>Appendix 9</b>) covering:</p> <ul style="list-style-type: none"> <li>- Proposed 22-23 budget of £10,000</li> <li>- Histon &amp; Impington Parish Council makes a grant of £20,000 to Histon &amp; Impington Green Spaces or otherwise provides £20,000;</li> <li>- Histon &amp; Impington Parish Council extends a line of credit to Histon &amp; Impington Green Spaces for a further £30,000; and</li> <li>- These arrangements be formalised in a contract which also sets out Histon &amp; Impington Green Spaces' promise regarding its stewardship of Long Meadow and the Croft Close Set Aside for the wider benefit of the Community.</li> </ul> <p>Cllrs Jenkins and Payne reminded all of their position as Council appointed Trustees for the Charity. Additional discussion covered:</p> <ul style="list-style-type: none"> <li>- Clarity on funds to be reimbursed to Council</li> <li>- Request for further information regarding potential liability. Cllr Jenkins to draft for next agenda</li> <li>- Request for motion to be amended to reflect all funds repayable to Council and at that point Council decides on any donation</li> <li>- Risk of funds not being raised and loss of momentum in the Community.</li> </ul> <p>Following feedback, Cllr Jenkins amended motion to read:</p> <ul style="list-style-type: none"> <li>- Proposed 22-23 budget of £10,000</li> <li>- Histon &amp; Impington Parish Council extends a line of credit to Histon &amp; Impington Green Spaces for a further £50,000</li> <li>- Histon &amp; Impington Parish Council will determine whether to make a donation or to reduce the repayment terms from Histon and Impington Green Spaces</li> <li>- These arrangements be formalised in a contract which also sets out Histon &amp; Impington Green Spaces' promise regarding its stewardship of Long Meadow and the Croft Close Set Aside for the wide benefit of the Community.</li> </ul> <p>Proposed Cllr Jenkins, seconded Cllr Stonham, 2 abstentions, all in favour and approved. Contract and Draft Heads of Terms to be progressed, Cllr Jenkins to draft with the support of Cllr Ing</p>	<p><b>Next Agenda</b></p>
098.4	<p><b><u>Meeting the Recreation Needs of Histon and Impington</u></b> paper proposing six motions for consideration copied to all (<b>Appendix 10</b>)</p> <p>Additional discussion covered:</p> <ul style="list-style-type: none"> <li>- Point to be amended to read 'constructive discussion with Chivers</li> <li>- Initial contact has been with Chivers and they look forward to discussing options further</li> <li>- Projects simply flagging intent, no commitment from Council to see through</li> </ul>	<p><b>Cllr Jenkins/ Cllr Ing</b></p>

	Proposed Cllr Jenkins, seconded Cllr Davies, 1 abstention, all in favour and accepted. Clerk to confirm ownership of projects.	Clerk
21/099	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p><b>Website:</b> Delegated to Clerk to draft</p> <p><b>Next Agenda:</b></p> <p><b>Feedback from Youth – Youth Shelter Usage</b></p> <p><b>Community Mental Wellbeing</b></p> <p><b>Local Government Association Code of Conduct 2021</b> Histon &amp; Impington Parish Council to adopt Model Code of Conduct</p> <p><b>Capital Bid Forms</b> Road Closures, Tennis Court Fencing</p> <p><b>Review and Approve</b> Committee Terms of Reference</p>	
21/100	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Monday 21<sup>st</sup> February 2022</p>	
	<p><b>Meeting closed: 8:55pm</b></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: RFO Report</p> <p>Appendix 6: Precept Report</p> <p>Appendix 7: MSO365</p> <p>Appendix 8: Email and Document Management Policy (Draft)</p> <p>Appendix 9: Website Task &amp; Finish</p> <p>Appendix 10: Histon and Impington Green Spaces</p> <p>Appendix 11: Histon &amp; Impington Rec Needs</p>	