

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 21st February 2022**

9 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: Denis Payne (Chair), Yvonne Murray, Andy Butcher, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Brian Ing, David Jenkins, Simon Jocelyn, Chris Jones, Geoff Moore, Pene Nudds, Kim Powell, Edd Stonham, Jean Venables</p> <p>Dist Cllrs: Martin Cahn, Steve Hunt</p> <p>Cty Cllr: Ros Hathorn</p> <p>Clerk(s): Chelsea O'Brien; Theresa King</p> <p>Residents: 1, Liz Hill - HI Hub</p>	
21/101	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies from Cllr Legge (personal); Dist Cllr Heylings</p> <p>Chair addressed Council and updated on advice received from CAPALC regarding conflicts of interest for Councillors. Declaring an interest is an individual's choice, but Councillors with multiple roles in the community need to think carefully when an item is on the agenda for an organisation or charity that they, or their spouse, represents.</p> <p>For the purposes of transparency item 110.2 is on the agenda for consideration again as a Charity Trustee proposed the motion at the January meeting.</p>	
21/102	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>Cllr Payne – Item 110.2, 110.6 – Personal Cllr Murray – Item 110.2 – Personal Cllr Jenkins – Item 110.2 – Personal Cllr Nudds – Item 100.2 - Personal</p>	
21/103	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Due to review taking place, some Committee meetings have been postponed. Visit www.hisimp.net for details</p>	
21/104	<p>PUBLIC PARTICIPATION</p> <p>No public present</p> <p>With agreement of Council, Chair suspended Standing Orders and brought forward item 110.6 HI Hub Funding Request, welcoming Liz Hill to present to Council. Full detail under item 110.6</p>	
21/105	<p><u>TO APPROVE minutes of the meeting held 17th January 2022</u></p> <p>105.1 Cllr Venables requested addition to the minutes to note she raised a conflict of interest regarding Charity Trustees proposing and voting under item 098.1. 14 in favour, two abstained, minutes agreed. Chair to duly sign minutes as a true record of the meeting</p>	
21/106	<p><u>MATTERS ARISING</u></p> <p>106.1 Actions List provided to all and noted (Appendix 1) Additional comment on items: Forum – Cllr Ing verbally updated all on work undertaken to date understanding the views of the Community and actions that need to be taken. Feedback received to date outlined Parish Council need to increase awareness as they appear “irrelevant” to some residents 098.1 Recreation Needs – ownership of projects – Clerk to be added to action list</p>	

<p>21/107</p> <p>107.1</p> <p>107.2</p> <p>107.3</p>	<p>REPORTS TO NOTE</p> <p>County Council written monthly report January (Appendix 2) copied to all and accepted covering: Household Support Fund; Social Care; Histon Library; Climate Emergency; 20mph schemes; Reporting Faults Information Additional discussion on:</p> <ul style="list-style-type: none"> - Ditch maintenance Cllr Venables highlighted report from a concerned resident of the need for maintenance. Cty Cllr Hathorn confirmed following disastrous trial of re-active maintenance, gully and drains are back on a 2-year schedule - Air Pollution request for data from monitor. Cty Cllr Hathorn to chase and send to Office for circulation and storing of data - House Recycling Centre – assistance from on-site workers and removal of booking system Cty Cllr Hathorn to circulate information once received - Pot holes procedure of fixing only potholes reported and marked queried, noting satellite potholes often left. Logistic issues and common sense is applied but it is not always possible for all potholes to be fixed by the team attending. Cty Cllr Hathorn will report back issues - Emergency Reporting Cty Cllr Hathorn to circulate phone number for emergency issues rather than reporting on standard system <p>District Councillor written monthly report January (Appendix 3) copied to all and accepted covering: Business Support Grants; Bin Collections; Contaminated Water Supply Duxford; Solar Together; Hidden Rights of Way; Future Parks Accelerator; Civil Parking Enforcement. Additional discussion on:</p> <ul style="list-style-type: none"> - IVC Building Works Cllr Nudds reported possible damage to trees via excavation works at IVC. Cllr Nudds to provide further detail to Dist Cllrs to follow up - Tree Works Cllr Nudds expressed disappointment at the removal of two aged Oak Trees with high biodiversity and carbon capture value and no option for the Parish Council to comment of application noting they do not have TPO's. Clerk to follow up with SCDC Tree Officer on process for removal of high value trees without a TPO <p>Clerk's Report written report provided to all and accepted (Appendix 4). Clerk verbally updated on delegated security measures authorised to the compound and wished to thank Cllr Nudds, RFO, and Head Parish Ranger for site inspections of Parish Council wooded areas following Storm Eunice</p> <p>Chairman's Report written report provided to all and accepted (Appendix 5) noting two items for decision: Firs House: Letter to thank surgery. Cllr Ing noted for reference that other surgeries support residents of Histon and Impington. All in favour to write to surgery thanking the team CSPN: Council support to approach to Hisimp News to share information Cllr Davies strongly expressed caution allowing a Parish Council newsletter to publish developer news and the impression this might give residents. Cllr Nudds expressed support, subject to content and final say with the editorial team, highlighting the need to ensure residents are kept informed of upcoming developments and news. Noting the mixed views, Chair withdrew item. No further discussion or decision was made. Elections: Cllr Murray noted Cottenham Parish Council drop-in session and was tasked to make arrangements for something similar to take place in Histon and Impington. Details of elections will be advertised in the March edition of the Hisimp News (frontpage)</p>	<p>Cty Cllr Hathorn Cty Cllr Hathorn</p> <p>Cty Cllr Hathorn Cty Cllr Hathorn</p> <p>PN/Dist Cllrs</p> <p>Clerk</p> <p>Cllr Payne</p> <p>Cllr Murray</p>
<p>21/108</p> <p>108.1</p> <p>108.2</p> <p>108.3</p>	<p>TO ACCEPT Committee Reports</p> <p>Planning Committee – draft minutes 1st February 2022 provided to all and accepted. Next meeting due 22nd February, 15th March 2022. Cllr Payne informed all Hill will be presenting their collaboration with Histon Football Club and National House Building Council to Planning Committee on Tuesday 22nd February on Zoom. Zoom details can be requested from the Office</p> <p>Finance & Assets Committee – Next meeting due 19th April 2022</p> <p>Recreation Committee – Recreation Development Working Task and Finish, meeting held 7th February, Cllr Davies verbally updated all on progress and contacts established with</p>	

	Histon Club and Histon Football Club Holdings	
21/109	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 6)	
109.1	RFO report provided to all including delegated payments, noted.	
109.2	Approve payment of outstanding accounts - RFO verbally informed Council of a further three additional payments requiring approval. Proposed Cllr Ing, seconded Cllr Davies, all in favour and agreed	
109.3	Amounts paid in noted	
21/110	<u>Other Matters</u>	
110.1	MS365 Email and Document Management Policy following feedback, policy provided to all (Appendix 7) for approval and adoption for a period of 3 months . Proposed Cllr Jones, seconded Cllr Stonham all in favour and approved	
110.2	<p>Histon & Impington Green Spaces update and recommendations for approval report as presented at last month provided to all for information. Additional paper covering Abbey Fields Funding Update provided to all for information only.</p> <p>Motion:</p> <ul style="list-style-type: none"> - Proposed 22-23 budget of £10,000 - Histon & Impington Parish Council extends a line of credit to Histon & Impington Green Spaces for a further £50,000 - Histon & Impington Parish Council will determine whether to make a donation or to reduce the repayment terms from Histon and Impington Green Spaces - These arrangements be formalised in a contract which also sets out Histon & Impington Green Spaces' promise regarding its stewardship of Long Meadow and the Croft Close Set Aside for the wide benefit of the Community <p>Cllr Payne, Jenkins, Nudds and Murray declared a non-pecuniary interest. Cllr Payne left the room, all in favour and agreed Cllr Butcher to take the Chair for this item.</p> <p>Discussion covered:</p> <ul style="list-style-type: none"> - Need for more detail and presentation from a representative of HIGS - Full funding application to made to Council to ensure transparency and clear understanding by all - Complex decision, point 1 of motion is required by Office to ensure funding is available for current financial year <p>Motion as presented not proposed, not carried</p> <p>Cllr Butcher put forward amended motion for consideration:</p> <p>Motion:</p> <ul style="list-style-type: none"> - Proposed 22-23 budget of £10,000 for Histon & Impington Green Spaces <p>Proposed Cllr Cleaver, seconded Cllr Moore, majority in favour and carried</p> <p>Motion for decision:</p> <ul style="list-style-type: none"> - Proposed 22-23 budget of £10,000 for Histon & Impington Green Spaces <p>Proposed Cllr Cleaver, seconded Cllr Stonham majority in favour and approved. 2 Abstentions noted.</p> <p>Cllr Payne returned to the meeting and resumed as Chair</p>	
110.3	Histon & Impington Parish Council to Adopt Code of Conduct 2021 copy provided to all (Appendix 8). Proposed to adopt for the start of new council May 2022. Proposed Cllr Payne, seconded Cllr Stonham all in favour and approved. 1 abstention noted	
110.4	Capital Bid Process adoption of process paper attached outlining detail. Cllr Jenkins informed all this is simply a process for noting not an item for decision and can be completed once Terms of Reference for Committees have been adopted (March meeting).	
110.5	Capital Bid Form – Replacement of Tennis Court Fencing, Tennis Courts, Recreation	March

110.6	<p>Ground. Item for March agenda</p> <p>HI Hub Funding Request To consider request of £1k to towards the cost of setting up two-way digital noticeboard - funding application letter provided to all (Appendix 9). Standing Orders suspended. Liz Hill presented a Slideshow outlining:</p> <ul style="list-style-type: none"> - Central point of live information for residents to compliment Hisimp News and Facebook Hi People - Promoting all things local, job vacancies, news, business news - Two years since launch and are very grateful for the £500 start-up funding from Histon & Impington Parish Council - 1300 sign up, increasing every day - Building on team of volunteers and providing training for editors - Shop local campaign via Hisimp News was a success - Infrastructure has already been installed at The Library - Examples of screens can be seen in the St Andrews Centre, Histon and Ely Library - Font size, type, content yet to be approved, waiting to see screen to ensure best user experience - First of its kind to have live news and updates on rolling sequence - Advertising to be monitored and kept local - Content from external bodies to be put to the Board for discussion <p>Standing Orders re-instated. Cllr Stonham declared a pecuniary interest. Cllrs Payne and Stonham left the room. Cllr Murray took the position of Chair, proposed Cllr Nudds, seconded Cllr Jocelyn, all in favour to donate £1000 towards the cost of setting up the two-way digital noticeboard in Histon Library. Cllrs Payne and Stonham returned to the room, Liz Hill left the meeting Cllr Payne resumed as Chair and returned to agenda order</p>	
21/111	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA <u>Website:</u> Delegated to Clerk to draft</p> <p>Next Agenda: <u>Feedback from Youth – Youth Shelter Usage</u> <u>Community Mental Wellbeing</u> <u>Capital Bid Forms</u> Road Closures, Tennis Court Fencing <u>Review and Approve</u> Committee Terms of Reference</p>	
21/112	<p>Next Full Council: Histon & Impington Parish Council Monday 21st March 2022</p>	
	<p>Meeting closed: 9:40pm</p> <p>Appendix 1: Action List Appendix 2: County Councillors Report Appendix 3: District Councillor Report Appendix 4: Clerk’s Report Appendix 5: Chairman’s Report Appendix 6: RFO Report Appendix 7: MSO365 Email and Document Management Policy Appendix 8: Code of Conduct Appendix 9: Hi Funding Request</p>	