

**HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT**

REPORT TO:	Full Council	8 August 2016
AUTHOR/S:	Angela Young, Clerk	

Purpose

To highlight matters on agenda and update Council on issues arising since last meeting.
Issues requiring particular **ratification or note in bold**

16/074.2– Clerk's report:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation):

- J Teague – reimbursement re training 'FSB Seminar on Demystifying Pension Auto-Enrolment' **£17.51** + vat
- Workwear Express – Hi-Vis vests with Council logo **£54.99** + vat
- Tates Treeworks – emergency work in Burial Ground **£60.00**
- Site & Maintenance – emergency works re 'Piaggio' security in compound **£395.00** + vat
- S J Gill Fencing – emergency repairs to perimeter fence inc. new weld mesh panels (vandalism) **£668.00** + vat
- Site & Maintenance – emergency repairs to chainlink fence along HFC roadway (vandalism) **£140.00** + vat
- Site & Maintenance – pressure wash litter bins on Green and play area; drill holes to allow water to drain **£60.00** + vat

Administration/ General:

- Cycleabout due 11 August
- Newsletter public deadline Friday 9 September
- Audit - public rights date expired 5 August 2016
- Notice of Strawberry 50 Community cycling event Sunday 4 September. Confirmation of routes

Meetings / Training:

- Attended LCPAS Networking at St Neots – **report attached**
- Met with Dr Abdullah and adjoining Parish Councils re youth provision 25 July
- Meeting **due with Councillors and County Officers**, including Stephen Conrad, 16 August
- **CAPALC training for Councillors** available at Sutton during September. Please **contact Clerk if interested in new councillor training or refresher training** as local delivery training can be arranged. Training delivery by LPCAS also under review
- Cllrs attending "Pensions Demystified" training 30 August at Huntingdon
- Youth Worker attending **Professional Development training** 14 September
- Clerk to attend meetings with IVC and Connections Bus Project September re youth work
- SLCC National Conference Leicester 13 – 15 October prices now £295 + VAT

Staff matters and holiday/TOIL dates:

- One of the two Junior Youth Workers has returned signed contract
- AY now routinely takes Wednesday as day off. LM continues to take Fridays. Both are subject to change if diary/workload dictates
- **Please note clerk holiday dates in your diary if you are affected by attendance hours**
- CO normally now in parish office Tuesday – Friday, with more limited hours Monday.
- AC normally in parish office Monday – Wednesday, **term time only**. New term starts 5 September. Possibility of employment of stand in Youth Worker for mid-September – end October
- CO holiday 12 September; LM holiday 2 – 9 September inclusive; AY holiday 18 – 26 August inclusive; 2 – 9 September inclusive; TS holiday w/c 15 August
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

A16/075.4 Approval of Allotment Rents and procedure for review of Rules

Rents for both sites are currently set at £10 per annum and have been at that level since last reviewed and implemented in 2015

We have been unable to obtain the opinion of Allotment Officer on rents appropriate for 2017-18 (12 months notice of any increase is required). **Clerks opinion is a 20% rise should be made taking all rents to £12 per annum.** From then on a **percentage rise should be introduced every year**, taking to a round £, unless a full review is undertaken e.g. if new facilities introduced

Rules covering the banning use of carpets or underlay at Gatehouse Road are required (this is already a rule for Glebe Way). **If no suggestions** for additional changes to rules are received by the Parish Office **by 30th August 2016** it is proposed that the **Asst Clerk will issue the rules with this one amendment**

MATTERS OF INTEREST AND REPORT

- An email has been set up: councilchat@hisimp.net. It forwards to:
council@
district@
county@
Andrea (youth.worker@)
Steve (groundsman@)
Trevor (asst.groundsman@)

There are times when it would be useful to copy Andrea, Steve and Trevor into mails but they are not included in council@ - although Angela, Lynda and Chelsea are included on that. **So this mail is for those times, albeit rare!**

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	11 August 2016
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

Expenses paid by DDR				
Beneficiary	Description	Net	Vat	Gross
Barclaycard	Office costs, N/Plan banner, Graffiti project (paint)	272.69	33.00	305.69
British Gas	Electricity – feeder pillar (The Green)	19.38	0.96	20.34
London Fuel Ltd	Unleaded fuel	27.06	5.40	32.46
British Gas	Electricity account	818.37	163.67	982.04
Copy IT (Sharp)	Copier reading	64.57	12.91	77.48
Total		1,202.07	215.94	1,418.01

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
L M Dewar	Pavilion cleaning – June	308.41	-	308.41
Site & Maintenance	Pressure wash bins, repair fence along HFC roadway	200.00	40.00	240.00
Ridgeons	Cement, sand, replacement chimney pot (CKH), Topsoil for The Green	148.94	29.78	178.72
Greenham	PPE equipment, rotating light for tractor	103.86	20.77	124.63
Pauline Reay	Youth – yoga instructor, April - July	250.00	-	250.00
Print-Out	N/Plan - plans, posters	105.50	21.10	126.60
Visual Grafix	Youth – graffiti session at Rec Festival	50.00	-	50.00
LCPAS	Clerks & Cllrs Networking session	10.00	-	10.00
S J Gill Fencing Ltd	Perimeter fence repairs (rec)	668.00	133.60	801.60
PCC of St Andrew's	N/Plan - room hire	47.50	-	47.50
ESPO	Pitchmarker, PPE, office supplies,	141.22	28.25	169.47
CTD Services Ltd	Pressure wash bridge/fence at the Green, graffiti removal	665.89	-	665.89
Roger Hovells	Office and bus shelter cleaning	82.50	-	82.50
CCVS	Project Management training course (x 3)	135.00	-	135.00
CamAlarms	50% Service of Fire Alarm System	68.00	13.60	81.60
Tates Treeworks	Emergency work at Burial Ground	60.00	-	60.00
CBS Office Supplies	Stationery	25.60	5.12	30.72
College West Anglia	Over 19's apprenticeship fee	500.00	-	500.00
M5 Administration	Wages, NI and pension	13,379.13	-	13,379.13
	Rec Groundsman expenses	25.53	-	25.53
Cllr C Hertoghe	Expenses – Flower Festival	47.69	-	47.69
Total		17,022.77	292.22	17,314.99

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Petty Cash	Picture frames, refreshments	42.48		42.48
R A Downes	Tap repairs at Burial Ground	80.00	16.00	96.00
H&I Comm Minibus	Village Older Persons Co-Ordinator April – June 16 Proposed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 , should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:	1,063.33		1,063.33
Cllr J Teague	Training Seminar ‘Demystifying Pension Auto-Enrolment’	17.51	3.49	21.00
Cllr C Foster	Refreshments – CCC Highways ‘walkabout’	22.00		22.00
Cllr D W Payne	Travel expenses – St Ives, Camborne, Bluntisham	32.40		32.40
Total		1,257.72	19.49	1,277.21

To Note:

Accounts Paid In 8th July 2016 to 9th August 2016:

Net Income	
Burial Ground	470.00
Ground Takings	414.59
Sports Court Fees	1,007.11
Pavilion Rent	456.25
Asset Income	110.22
Bank Interest	9.13
SCDC – Community Chest grant for Sustainability Group (allotment use only)	600.00
Groundwork UK – Neighbourhood Plan grant (Enventure Research - phase 2)	8,245.00
HMRC – Vat refund P06/16	8,305.74
Friends H&IR (Feast Committee) donation towards cricket nets	800.00
Total	20,418.04

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank) Cllrs Davies and Ewbank to authorise this month’s BACS payments please. N.B. Cllr Ewbank has verified the invoices to be paid by BACS.