

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

REPORT TO:	Full Council	12th January 2017
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**

16/131.2– Clerk's report:

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

- Tates Treeworks – emergency work at the War memorial
- Screwfix – pressure washer **£208.33+vat**
- Algar Signcraft – replacement sign at The Green Play Area **£115.00+vat**

Administration/ General:

- Report went to FLA Committee December 2016
- Enviro Vols organised a very successful Santa Grotto event at Crossing Keepers Hut 3 December
- Office team completed first editorial of HISIMP News December issue
- A number of Cllrs and the clerk attended Christmas event at Kings Meadow 21 December
- Annual Tree Surveys due on various areas 19 January
- Update from Methodist Church received re funding requirements
- LCPAS rise in training costs for 2017 to £125 from £100 and mileage £25 from £20
- CAPALC Bulletins are provided to all Councillors
- HICOM accounts to end of year June 2016 received and held on file
- Mobile Warden Scheme minutes 20 October 2016 received (copy attached)
- Advice received that Cambridge 100 charity cycle ride will take place 30 April, starting and finishing at IVC

Meetings / Training:

- 18 November Conference debrief held on file
- Cllrs attended exhibitions on NIAB and Bishops site 22 November. Cllr Payne attended NIAB event 12 December
- Cllr Ing attended Local Plan Hearing 29 November
- Cllr ng attended Employer Forum 30 November
- Cllr Ing attended SCDC Parish/Cabinet Liaison meeting 30 November
- Cllr Payne and Clerk met with Kirsten Donaldson SCDC re community development at Kings Meadow
- Cllr Payne attended CAPALC AGM 15 December

- Cllrs Payne and Foster met various drainage companies on Green during January for advice on works
- Health & Safety Training for staff due 24 January
- Cllrs Jenkins and Butcher attending Village Society AGM 24 January
- Cllr Butcher to present at Local Highways Improvement meeting 30 January
- Refresher Training: CPAPC advise a bespoke set of 3 sessions would cost £1,050, or a Saturday full session £700. **Input required from Councillors** on benefit of such training. Individual attendance at CAPALC sessions £105 each Councillor
- **All Councillors and office staff invited to attend training on General Power of Competence, Data Protection and Freedom of Information Thursday 23 February 7pm. Please advise if unable to attend**
- **Recommendation to buy 2 for 3 tickets for Regional Training Seminar 27 April 2017 at cost of £138 + VAT – see agenda**

Staff matters and holiday/TOIL dates:

- 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 works Monday to Wednesday, term time only

- AY Holiday: 10 and 13 February

- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	11 January 2017
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
Sharp – Copy IT	Copier reading - September	29.73	5.94	35.67
British Telecom	Quarterly account	229.34	45.86	275.20
Barclaycard	Pressure washer, stamps, signs	237.17	44.26	281.43
Unity Bank	Service charge	18.00	-	18.00
Sharp – Copy IT	Copier reading – October	33.85	6.77	40.62
London Fuel	Unleaded fuel	11.30	2.26	13.56
British Gas	Gas account	470.87	23.54	494.41
Total		1,030.26	128.63	1,158.89

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Barrow & Trailer Co	Replacement pedestrian trailer	661.92	132.38	794.30
Iliffe Print	Newsletter	458.07	-	458.07
ESPO	Torches, extension leads	31.76	6.35	38.11
CBS Office Ltd	Stationery	27.01	5.40	32.41
Roger Hovells	Office cleaning	30.00	-	30.00
Site & Maintenance	Fabricate bar for 'nest' swing	85.00	17.00	102.00
WEL Medical Ltd	Replacement defibrillator pads	64.85	12.97	77.82
L M Dewar	Pavilion cleaning, light bulbs	336.99	5.04	342.03
R L Denning	Youth – staff cover for junior youth club	100.00	-	100.00
S L Cloughly	Youth – Staffing - Level One Youth Course	360.00	-	360.00
IVC	Youth – Generation Game – room hire	72.50	-	72.50
Connections Bus Project	Youth – Generation Game – hire of youth worker	85.00	-	85.00
Buchans Landscapes	Leaf clearance, hedge cut backs, removal basal growth	1,051.14	210.23	1,261.37
Pestbusters Ltd	Quarterly charge	70.00	14.00	84.00
Total		3,434.24	403.37	3,837.61

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Roger Hovells	Office cleaning	30.00	-	30.00
CSA	Wash room supplies	68.39	13.68	82.07
LCPAS	H&S training course	100.00	-	100.00
Site & Maintenance	Repair litter bins on The Green (inc welding)	150.00	30.00	180.00
L M Dewar	Pavilion cleaning 0 December	184.67	-	184.67
P A Collacott & Co	Christmas Lights - labour and materials to make extension lead; attend to faulty time clock	283.22	56.64	339.86
Ridgeons Ltd	Sharp sand	358.16	71.63	429.79
M10 Administration	Wages, NI and pension	13,595.16	-	13,595.16

	Rec Groundsman expenses	25.53	-	25.53
	Youth – travel expenses	12.50	-	12.50
Algar Signcraft Ltd	Welcome signs – Kings Meadow	530.00	106.00	636.00
Buchans Landscape	Leaf clearance – Dec	346.05	69.21	415.26
Total		15,683.68	347.16	16,030.84

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Petty Cash	Meeting refreshments, BTU refreshments	35.52	-	35.52
Open Spaces Society	Annual subscription	45.00	-	45.00
Total		80.52	-	80.52

To Note:

Accounts Paid In 16th November 2016 to 11th January 2017:

Net Income	
Allotment Rents	30.00
Club Receipts	3,550.00
Ground Takings	375.00
Sports Court Fees	708.77
Pavilion Rent	1,364.58
Asset Income	220.44
Donation – H&I Feast (Sustainability Group – for allotment use only)	750.00
Grant – Cambs Community Foundation – Level 1 Youth Work	730.00
HICOP Apple Day Income (Sustainability Group)	75.00
UK Power Network – Claim re power cuts	150.00
Total	7,953.79

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

Histon & Impington Mobile Warden Scheme
Minutes of the 27th Meeting of the Link Committee held at 18 High Street Histon
on 20th October 2016.

Present: Marian Cleaver (Chair), Lynne Byrne (Cambridgeshire & Peterborough Age UK), Gillian Berry (Mobile Warden), Jean Newman (OPC), Dennis Payne (Histon & Impington Parish Council), Wendy Tote and Max Parish (Village representatives).

1. Minutes of the meeting held on 16th March 2016 were confirmed by those who attended.
2. The Age UK Agency's contract with Cambridgeshire County Council has not yet been resolved.
3. The health watch survey on wheelchair support was noted as was their work in raising issues with regard to the Carers Trust.
4. **Older Person Co-ordinator report:**
 - a) Jean Newman has now been in position for five years
 - b) The chair based exercise group now has 20 plus members.
 - c) There are 12 in the stroke survivors group and currently two persons on the waiting list
 - d) We now have three Tia Chi classes.
 - e) Jean has had help since February from Paul Seekings and from 1st October he has increased his paid hours to 28 a month.
 - f) Two IVC pupils have been doing their Duke of Edinburgh service section on a pilot IT scheme at Brackenbury Manor.
 - g) Jean is also looking at the possibility of setting up IT hubs in the three sheltered housing Community Rooms with SCDC .
 - h) Village visiting scheme has had a poor response so far.
5. **Age UK report:**
 - a) Main contact for the Village Warden scheme comes from word of mouth, GP practice, practice nurses and other neighbourhood teams.
 - b) The local scheme has £2,151 in funds brought forward from the end of last year (subject to audit). The scheme draws its financial support mainly from grants from the County Council, SCDC and the Parish Council as well as charging a small weekly user charge. It spent about £4,700 last year. Local Council support has come under pressure due to lack of funds and more calls on existing funds. The next application to SCDC opens on the 25th October and close on 12th December. They provided £1640 last year and the County £2106.
 - c) The advocacy service provided by Age UK for old people has now ceased, as the county awarded a single contract for all this work to Voiceability. This change started on the 10th October. The main usage in the past has been for help in understanding care process paperwork, filling in application forms and

help when the need arises for selling homes to pay for care where there are no relatives. SCDC have launched a visiting care service which could help cover some of this but it is not certain whether the persons who are going to offer this support are yet sufficiently experienced.

6. Wardens Report:

- a) There are currently 23 clients (20 women, 3 men) from 21 households. The changes since the last meeting include three new clients and two clients passed away. In addition a husband and wife have had to move into a care home.
- b) Visits are made once or twice a week depending on need, for instance those coming out of hospital tend to require more. Support can include prescriptions, errands, shopping and listening. Everyone gets a daily phone call, which is usually made at the same agreed time each day.
- c) Cambridgeshire “handy person” service has now started available for those over 65 or having a disability. It provides advice on avoiding falls and accidents in the home but will charge to carry out work. However initial assessments and grab rails are free. Persons carrying out these tasks undergo the usual suitability and security checks. Response time is targeted as “ a couple of days’ though for outlying villages it could be up to a week as jobs tend to be aggregated to minimise travelling costs and time. Hospital discharge dependency on certain things being undertaken in the home will usually be carried out for free.
- d) It was noted that an H. & I. village gardening service is in operation. Though it is a chargeable service.

7. Other Business:

- a) It was noted that JN is working with Andrea Cowley, the Parish Council employed Youth worker, on “The Generation Project” to help younger people understand more about Alzheimers and make “Dementia Friends”
- b) Margaret Roberts will be running a 14 session course in the village(s) for people with mild dementia.
- c) The minibus service is expanding and hopes to run regular trips to the library from outlying parts of the villages such as Lone Tree Avenue and St. Andrews Way. However there is a need for more drivers and a recruitment campaign shortly.
- d) The Parish Council was told at a meeting with the County Council that CCC spend £3.5 million a year on care packages in our community. Discussion took place with them also on how social care people could work closer with communities and how more resilient communities could be created.

- e) Concern was also raised on the difficulty faced by potential claimants in filling out the necessary Attendance Allowance Form.
- f) Age UK would be asking the Parish Council for a grant of £1500 in 2017-18 having requested an increase of £500 during 2016 on the £1,000 already granted. It was agreed that the Parish Council should be asked for £2,500 in the coming year to cover the likelihood of increasing costs and the possibility of Grants being reduced
- g) The Village Warden brought up the subject of whether the committee would sanction the money to buy each current client a little Christmas Gift of a value between £7 to £10. This had been usual practice in the past, subject to monies being available from funds. MP and MC suggested that the Poores' Land charity be approached to cover the cost of this in 2016 and agreed, as trustees of the charity, to request such funding.
- h) The committee expressed their thanks to Mrs. Pearl Harris for her work on the committee's behalf since the Mobile Warden Scheme came into operation.

MP