

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	12 July 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**

16/060.2– Clerk's report:

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

- Emergency repair to tap at burial ground **£80.00**
- Five Star Pest Control – removal of wasps nest at South Road play area **£60.00** + vat
- Youth - paint **£90.62** and boards **£53.70** +vat for graffiti project at Rec Festival; paint to be funded by Feast Committee grant (for youth projects)

Administration/ General:

- Audit statement has been returned to External Auditors within timeframe allowed
- Thanks due to all who helped man the Feast Market tent and to Cllr Hertoghe for flower arranging at the Feast Flower Festival
- Number of very successful events held at the Recreation Ground over a Festival Weekend (13 – 17 July) organised by Friends of Rec
- **Neighbourhood Plan Focus Groups** arranged for 2 and 3 August
- **2nd cycle-about of facilities** arranged for 11 August from 6pm
- Issues surrounding insurance for volunteers addressed with Youth Worker, new risk assessments and briefings to be drawn up.
- Complaints about the recent management of The Green received, and **will be referred to Environment Committee**

Meetings / Training:

- Met with Shane Whyatt to agree a 1 year contract for funfair. Meeting to be held before end of year to **negotiate a 3 year term**
- Attended **Timebanking** briefing in Histon with Cllr Payne 23 June. Steering Group meeting due 8 September
- Attended **Project Management Tools & Techniques** session at The Meadows with Cllrs Butcher and Teague 27 June
- A number of Cllrs attended **Chairman Skills and Role** training in Impington 27 June
- Cllr Payne attended **Transforming Lives** Workshop St Ives 5 July
- Met with Environment Committee to review outstanding agenda items for Committee. Clerk working with Cllr Nudds to bring some items forward for report at next meeting due 19 July
- Met with **Cottenham Parish Council** members, Cllrs Jenkins and Butcher 12 July
- Cllrs Davies and Youth Worker met resident to look at issues surrounding **graffiti project** 13 July
- **SCDC Parish Liaison** meeting due at Cambourne 13 July

- Cllr Payne to attend **Clerk's and Councillor's Catch Up** day Bluntisham 15 July
- Cllr Foster accompanying County Highways Officer on **re-arranged Walkabout** of villages 19 July
- Cllrs Payne and Jenkins attending **SCDC Neighbourhood Planning Event** seminar 20 July
- Clerk, Youth Worker and Dr Abdullah attending meeting with **Oakington PC** re possible youth collaboration 25 July
- Youth Worker attending **Professional Development training** at The Meadows 14 September
- **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
- Homefield & Hereward Residents meeting due 14 July has been postponed

Staff matters and holiday/TOIL dates:

- New Apprentice Alex Hale started 5 July. Excellent start reported. College induction session carried out 11 July
- Assistant Clerk was married during July, and is now to be known as Mrs Chelsea O'Brien
- 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**. End of term is 21 July. New term starts 5 September
- CO holiday 8 July – 22 July inclusive; 12 September
- LM TOIL 14 July – 18 July inclusive; 2 – 9 September inclusive
- AY holiday 18 – 26 August inclusive; 2 – 9 September inclusive
- Office is closed Friday 22 July (Clerk at Local Networking event)

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

MATTERS OF INTEREST AND REPORT

- **@hisimp email addresses** Every Councillor has an address comprising their name and @hisimp.net – **this is a forwarding device which simply forwards to your personal address** but means that your personal address is not advertised and if an individual were to leave Council it is a simple process to delete the address and therefore that person would immediately cease being bothered with Council related emails! Addresses for staff are set up differently and are a stand alone account which can be transferred to new post holders e.g. clerk@ admin@ groundsman@
- **The Dos and Donts of sending emails** NALC Solicitor Meera Tharmarajah lists these:
 - Always assume the email may have to be disclosed to a court or tribunal or to the Information Commissioners, because in some circumstances that could happen

- Before sending, think about its purpose and consider if it is the best form of communication method to use. For example, a telephone call or a face to face discussions might be more effective
- **Keep your mail message relevant and concise and do not send unnecessary copies of the message or forward it onto others if not strictly necessary**
- Always write emails as if they are permanent, because even when they have been deleted they can often still be retrieved and **may be disclosable to a court** or the Information Commissioner
- Internal emails, even if marked private or confidential, might eventually need to be disclosed when it is lawful to do so, for example under the 2000 or 1998 Acts or as part of the requirement on parties to disclose documents in the course of legal proceedings
- Information communication by email may not be confidential **but it may be sensitive information that needs to be respected**
- Always **respect the privacy of others**
- Do not send emails that might be construed as **offensive or discriminatory**
- **Do not make negative comments about an individual**, including members of the public, councillors, staff, or business suppliers

Information that is held by someone on behalf of a local (parish and town) council (**that is by a councillor or member of staff**) will satisfy the definition in Section 3(2)(b) of the 2000 Act and constitute “information held by a parish council” which a person is entitled to request under the Act. Therefore that information held in personal email accounts is caught by the 2000 Act. It may also come within the scope of a subject access request under the 1998 Act.

As an aside, **if Councillors do not have adequate security systems installed for protection of information, it is important that sensitive information is not provided or retained by that account**

We do have an employee’s email usage policy included in the Staff Handbook

- **Social Media** An interesting article from NALC Solicitor Gurvynda Paddan-White covers this subject and is summarised here:

In 2014 the Public Bodies (Admission to Meetings) Act 1960 was amended by the Openness of Local Government Bodies Regulations to allow the public to report, blog, tweet and upload recordings of meetings on social media sites, as well as to take audio and visual recordings. All social media platforms are increasingly used: Facebook, Twitter, blogging etc

*Used correctly social media can be a key communications tool and can encourage healthy debate, sharing of views and information among a wider audience. **Used incorrectly, it can cause embarrassment, ridicule and damage the reputation of a Council.***

Whether using social media in a personal or professional capacity, employees and councillors should:

- *Be aware that social media is instant. Once something has been blogged, tweeted or updated it is public property. The Press Complaints Commission has held that material published on Twitter is public and not private property. Everything and anything can be shared and passed on, and if any private, personal or offensive comments are made and shared by others, there can be no claiming intrusion of privacy by the original author*
- **Think twice.** *At the end of 2015 it was reported there were over 302 million people using Twitter. Remember everything that is said, tweeted or uploaded will be, and can be, scrutinised and debated on, and any defamatory statements made via social media can lead to libel claims. **Defamation claims can damage both the status and professional image of a Council as well as being costly to defend.***
- *A clear social media protocol is required highlighting the consequences and having awareness of what is acceptable behaviour can limit offensive or embarrassing tweets*
- *Understand that **tweets and blogs during meetings** should refer to discussions taking place at the meeting*
- *Know that Councillors have a responsibility to take council business seriously and it is not appropriate for social media to be used as a mechanism for teasing or insulting other members. **Local residents expect debates to be on council business** and local issues not petty arguments*
- *It is good idea to regularly review social media conduct and policies*

We do have a section on Handling the media and similar external relationships in our Staff Handbook, which also covers Freedom of Information Act requests

Our draft policy on acceptable Website will be reviewed and put forward as part of the overall Policy review at September's Full Council meeting

- **General Power of Competence** The Council may wish to look at options to apply for this Power. The main criteria are that at the time of any Resolution at least two thirds of the Council are elected and the Clerk is a qualified clerk with at least a CiLCA qualification. We do currently meet these criteria. However, **the current Council is due for re-election in May 2018** and it is one school of thought that **the best time to apply for this power is at the start of a 4 year term** to get the first full 4 years with less fear of loss of eligibility.

It is my belief we should undertake Councillor refresher training on this subject before making any decision on how to proceed, and that we should look to 2018 for any decision on application. I am unaware of any other Council in our District that has applied for the Power to date.

It has been indicated **the power may play an important part in any devolution arrangement** – certainly one of the benefits quoted is the ability to help your neighbouring parish

One disbenefit however is that were the Council to use the power to start a company, for instance, it would no longer be able to continue if it lost eligibility at any time. Such a company could not make profit, all profits need to go straight back into the community.

Top tips from the LGA for effective use of the General Power of Competence:

- **Be clear about what you want to achieve** – and that this is aligned with the priorities of the Council and local community
- Develop and support an **environment which promotes an innovative and entrepreneurial approach**
- Recognise the potential of the GPC as a lever to tackle excessive caution or fixed ways of doing things
- Check for any pre-and post-commencement limitations (and consider modifying the approach where necessary)
- Where used as a basis for charging, ensure that charges are not being made for a statutory service, that the recipient agrees to receive the discretionary service and charges are on a cost recovery basis
- Consider implications of different company structures and state aid provisions as appropriate
- **Parish Councils should ensure they meet the conditions for eligibility** as set out in the Statutory Instrument, Parish Councils (General Power of Competence) Prescribed Order 2012

I will make enquiries about training opportunities and case study reports for those who have taken on the Power elsewhere

Author: Angela Young 12.07.16

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	12 July 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	Staff uniform, signs, rec maintenance equipment	244.46	48.89	293.35
London Fuel Ltd	Unleaded fuel - May	32.07	6.42	38.49
London Fuel Ltd	Unleaded fuel – June	21.33	4.27	25.60
Team Flitwick	Gasoil	298.80	14.94	313.74
British Gas	Gas account	283.65	14.18	297.83
Sharp – Copy IT	Copier reading	58.45	11.69	70.14
Total		938.76	100.39	1,039.15

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Pestbusters	The Green pest control – quarterly charge,	70.00	14.00	84.00
CBS Office Supplies	Stationery - May	25.60	5.12	30.72
PA Collacott & Co	Annual PAT tests etc,, install socket for Piaggio	943.80	188.76	1,132.56
Total		1,039.40	207.88	1,247.28

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Enventure Research	N/Plan – phase 1 of Qualitative Project (50%)	2,300.00	460.00	2,760.00
Histon Feast	Donation towards 'Little Histon' train layout 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	500.00	-	500.00
Total		2,800.00	460.00	3,260.00

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
SCDC	Refuse sacks	25.00	5.00	30.00
Roger Hovells	Office cleaning	30.00	-	30.00
CBS Office Solutions	Stationery - June	25.60	5.12	30.72
CSA Cleaning	Wash room supplies	80.17	16.04	96.21
M&M Heating	Repairs to WC – 12 New Road	92.00	18.40	110.40
Mower People Ltd	Repairs - Allett and Hayter mowers	92.38	18.48	110.86

LCPAS	Training – Chairman and Skills course	120.00	-	120.00
Ridgeons	Sand, marking spray paint	101.60	20.32	121.92
Travis Perkins	Hi-Vis jackets, wooden stakes	327.30	65.46	392.76
JP Webster Construction	Car park repairs	375.00	75.00	450.00
Iliffe Print	Newsletter	533.20	-	533.20
Working Turf	Spray recreation ground	783.00	156.60	939.60
Buchans Landscape	Grasscutting – June	2,146.21	429.24	2,575.45
Came & Co	Annual insurance premium	7,477.90	-	7,477.90
M4 Administration	Wages, NI and pension	13,295.13	-	13,295.13
	Rec Groundsmans expenses	25.53	-	25.53
Total		25,530.02	809.66	26,339.68

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Oliver Design	'Our Hi' logo for N/Plan	100.00	20.00	120.00
Cllr C Foster	Travel expenses – to CCC; deliveries HI news, equip for road adoption and inspections of roads/paths	24.75	-	24.75
Total		124.75	20.00	144.75

To Note:

Accounts Paid In 15th June 2016 to 7th July 2016:

Net Income –	
Ground Takings	216.67
Sports Court Fees	270.83
Pavilion Rent	208.33
Asset Income	110.22
Village Green	400.00
CCC – annual grass cutting grant	2,206.56
Youth – income from junior youth club trip	99.00
Total	3,511.61

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank) Cllrs Davies and Payne to authorise this month's BACS payments please. Could Cllrs Ewbank and Farrell advise if they have received confirmation from Unity Bank and registered their details?