

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	9 January 2018
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**

17/097.2 – Clerk's report:

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

- P A Collacott & Co – Christmas Lights - new timer **£290 + vat**, plus call-out and replacement faulty timer on second circuit **£601.64 + vat**
- LCPAS Employment Training 19 January **£160 + vat**
- Site & Maintenance Services Emergency repairs to Notice Board at The Copse – TBA

Administration/ General:

- Channel 4 Village of The Year programme featuring Histon & Impington airs at 3pm on Thursday 1 February. The semi final for our area airs at 8pm on Saturday 3 February if the villages are lucky enough to progress to the semi finals. Grand final is on Saturday 10 February
- Letters received at office thanking the Council for hard work, particularly the Christmas Lights and Highways works
- Clerk and Deputy Clerk met with Chair and Vice Chair 24 November to look at administration saving opportunities and future ways of working
- Successful Big Tidy Up weekend 2-3 December
- Well attended and organised Enviro.vol event Santa's Grotto 2 December
- Internal Audit visit due 10 January
- Projector and screen installed in Community Room 5 January 2018, funded by Sec 106 payments
- Chairman has completed Census survey on behalf of Council at request of CAPALC
- Please note eCops mail from Chief Constable Alec Wood 23 November outlining plans to create a sustainable policing model including an extra 50 police officers for the County. PCSO numbers have had to be reduced. New model will go live 30 April 2018 following formal consultation. Latest Area Crime Update indicates PCSO Bujar Mani now covers Histon, Impington, Oakington, Bar Hill, Girton, Dry Drayton, Lolworth and Boxworth
- Innovate & Cultivate Fund – FLA Chair has suggested each Committee should consider what grants might be applied for – Advice session at Ely Community Centre Thursday 8 February 9.45am – contact clerk for details
- Clerk to provide feedback on the Community Orchard to the A14 Community Fund as part of their interim evaluation
- SCDC Community Awards 17-18 – nominations required by 19 January for:
 - Outstanding Youth Initiative

- Outstanding local service/amenity
- Environment Award
- Wellbeing Award
- Village Hero
- Parish Councillor of the Year

Anyone living in the area can nominate. Clerk has been approached re youth initiatives and will be nominating the Connections Bus Project

- All Parish Councils are due for election in May 2018. Nomination papers will be available from the Parish Office or from SCDC in due course. SCDC Parish Council Elections Timetable received:
 - Deadline for Receipt of Nominations 4pm Friday 6 April 2018
 - Withdrawal of Candidate 4pm Friday 6 April 2018
 - Day of Poll 7am – 10pm Thursday 3 May 2018
- SCDC parish e-bulletin received. To join mailing list contact Tom.Horn@scams.gov.uk

Meetings which may not covered by Committee reports / Training:

- Cllr Ing attended A14 1 year anniversary meeting 16 November
- Cllrs Payne, Teague, Clerks attended ACRE Conference “Moving Forward Together” 17 November. Launch of Cambs Local Council Development Plan 2017-22
- Cllr Foster and Clerk met AGA re Brook improvements work 21 November
- Cty Cllr Jenkins facilitated several meetings re petrol and diesel issues in Station Road November – December. Cllr Farrell and Clerk attended
- Cllr Payne attended LGSS Forum 29 November
- Cllr Payne attended SCDC Cabinet & Parish Liaison meeting 29 November – handwritten notes available
- Cllrs Payne and Foster attended Community Flood Training event 1 December
- Cllr Payne attended CAPALC AGM 7 December – meeting inquorate
- Clerk and Deputy Clerk attended SLCC Data Protection session 8 December
- Cllr Payne attended “Loneliness In Men” event 11 December
- Cllrs Payne and Ing attended Mental Health Wellbeing Forum 11 December
- Cllr Perry attending “Keeping Cambridge Special” seminar 13 January
- Office staff and Chairman attending Employment training session 19 January
- CAPALC Chairman and Councillor training sessions available Hemingford Abbots 10 February and 17 February. Contact the clerk with any interest. £75 per attendee

Staff matters and holiday/TOIL dates:

- Office hours. The office is open Monday – Thursday 9.30am – 12.30pm and Tuesdays 2pm – 4pm. Other times are by appointment
- Office was closed 19 December for essential electricity works in the area
- Office painting Friday 26 January (in house staff). Clerk will swap day off, working 24 January

Annual Leave:
None booked

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

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	9 January 2018
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	Cost Centre
Copy IT (Sharp)	Copier reading	55.42	11.08	66.50	Administration
Barclaycard	Blinds for office, Xmas light bulbs, stationery, Chairman's Expenses	207.05	35.82	242.87	Administration Environment
London Fuel Ltd	Unleaded fuel	11.67	2.33	14.00	Recreation
Flitwick Oil	Gasoil	354.25	17.71	371.96	Recreation
Copy IT (Sharp)	Copier reading	58.43	11.69	70.12	Administration
British Telecom	Telephone and broadband	233.84	46.76	280.60	Administration
Unity Bank	Service charge	34.95	-	34.95	Finance & Legal
London Fuel Ltd	Unleaded fuel	6.03	1.21	7.24	Recreation
British Gas	Gas account	467.48	23.37	490.85	Recreation
Barclaycard	Euro Rider - CBT Training x 2	240.00	-	240.00	Administration
Total		1,669.12	149.97	1,819.09	

Expenses paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
Travis Perkins	Boards for roses at War Memorial	35.44	7.09	42.53	Environment
Ridgeons Ltd	Sharp sand	100.53	20.11	120.64	Recreation
Eastern Tree Surgery	Tree works - Homefield Park	125.00	25.00	150.00	Environment
SLCC	Annual membership - Clerk	185.00	-	185.00	Administration
SLCC	Annual membership - Deputy Clerk (inc. new member fee)	192.00	-	192.00	Administration
Sutcliffe Play	Play equipment - Circuit Climber replacement parts	182.49	36.49	218.98	Recreation
Kompan Ltd	Replacement swing chains	200.00	40.00	240.00	Recreation
P A Collacott & Co	New timer for Christmas lights	290.00	58.00	348.00	Environment
Illiffe Print	Newsletter	454.43	-	454.43	Administration
ESPO	Speed ramp, replacement baby changing unit and litter bin	490.48	98.10	588.58	Recreation
L M Dewar Cleaning	Pavilion cleaning - November & December	612.05	-	612.05	Recreation
AGA Bioengineering Systems Ltd	Silt survey - The Brook	895.00	179.00	1,074.00	Environment (SR)

Site & Maintenance Services	Install recycled plastic beams to mound on play area, weld hinge pins to gate at South Road play area	1,000.00	200.00	1,200.00	Recreation
Blachere Illumination	Additional Christmas lights	1,004.00	200.80	1,204.80	Environment
Coulson Building Group	Repairs to MUGA floodlights (£1,000+vat compensation received from fencing contractor)	1,345.00	269.00	1,614.00	Recreation
Buchans Landscapes	Grass cutting, leaf clearance	1,614.30	322.86	1,937.16	Environment
Connections Bus Project	Youth work contract - Jan to March 2018	7,334.00	-	7,334.00	Youth
M9 Administration	Wages, NI and pension	13,127.45	-	13,127.45	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
	Clerk - travel expenses	27.70	-	27.70	Administration
Total		29,270.40	1,456.45	30,726.85	

Accounts for approval:

Expenses paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Cllr D W Payne	Travel Expenses- Pension Event, SCDC Liaison meeting, Community Flood training	52.65	-	52.65	Administration
Cllr H Perry	Expenses - planter on The Green	15.10	-	15.10	Environment
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
Cambs ACRE	Annual membership	46.25	9.25	55.50	Administration
Cottenham Sawmills	Larch planter for The Green	60.00	12.00	72.00	Environment
ESPO	Speed ramp, staff uniform	73.26	14.66	87.92	Recreation, Administration
Electric String	Wireless streamer for projector	95.00	19.00	114.00	S106
Print Out	Neighbourhood Plan - mounting and A1 prints	168.00	33.60	201.60	Gen Reserves
R H Chapman	Christmas tree	183.33	36.67	220.00	Environment
Ben Burgess	Tractor service, belt pulley	224.68	44.93	269.61	Recreation
Buchans Landscapes	Leaf clearance	346.05	69.21	415.26	Environment
P A Collacott & Co	Replace faulty timer in second lighting circuit	601.64	120.33	721.97	Environment
AGA Bioengineering Systems Ltd	Remediation drawing - The Brook	750.00	150.00	900.00	Environment (SR)
Site & Maintenance Services	Replacement aluminium sections for heater units, install pedestrian guardrail in car park	795.00	159.00	954.00	Recreation, Gen Reserves
Signs of Cheshire Ltd	Notice boards for bus shelter	930.00	186.30	1,116.00	Environment
Thomson Webb & Corfield	Fees re CPA agreement for Milton Road	4,000.00	800.00	4,800.00	Spec. Reserves

M10 Administration	Will depend on outcome of agenda item 17/098.3; will be reported separately by email after the meeting and listed as retrospective payment at February full Council meeting				
	Rec Groundsman expenses	25.53	-	25.53	Recreation
Total		8,396.49	1,654.95	10,051.14	

Expenses paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
H&I Day Centre	Donation 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	350.00	-	350.00	Community Support
Petty Cash	Post, refreshments & BTU, weeding group equip, timer for Christmas lights	57.24	1.66	58.90	Administration, Environment
Total		407.24	1.66	408.90	

Additional Expenses paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Open Spaces Society	Annual subs	45.00	-	45.00	Administration
St Andrews Histon	Room Hire - 'Demain' Film Event (Sustainability)	93.16	-	93.16	Environment
Local Cnl Public Advisory Serv	Course 'Councils as Employers' x 4	160.00	-	160.00	Administration
Site & Maintenance Services	2nd speed ramp recreation ground car park	135.00	27.00	162.00	Recreation
Ben Burgess Newmarket	Plough blade and tip for Dennis mower	213.33	42.66	255.99	Recreation
Tates Treeworks	Erect and take down Christmas Lights	400.00	-	400.00	Environment
Total		1,046.49	69.66	1,116.15	

To Note:		
Accounts Paid In 15.11.17 to 9.1.18		
Net Income		Cost Centre
Allotment Rents	48.00	Environment
Burial Ground Fees	500.00	Environment
Club Receipts	3,620.00	Recreation
Ground Takings	217.50	Recreation
Sports Courts Fees	1,035.82	Recreation
Pavilion Rent	748.94	Recreation
Asset Income	221.92	Recreation
Donations	Hollyoaks Vets	117.00
Total	6,509.18	

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank) Cllrs Jenkins and Payne verified authorised December's BACS payments as no full council meeting this month.

Cllrs Jenkins and Payne to authorise this month's BACS payments please. N.B. Cllr Jenkins has verified the invoices to be paid by BACS