

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>13 July 2015</b>
<b>AUTHOR/S:</b>	<b>Angela Young, Clerk</b>	

**Purpose**

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

**15/0.2 – Clerk's report:**

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

- Replacement gazebo and side panels **£103.98**
- Gifford 'Cushionfall' for rec play area **£325.00** + vat
- Chicken wore for Sustainability group **£37.48** + vat
- Printed display boards and stationery (N/Plan) **£146.11** + vat
- Newsletter delivery bags (6 only) **£45.84** +vat

**Administration/ General:**

- **Copy deadline for newsletter Friday 4 September**
- Thanks to Cllr Hertoghe for providing Council's display at Flower Festival
- Clerk and Cllr Payne attended funeral of Colin Moore to represent Council
- Details of cycling event 6 September – Strawberry 50 – starting and finishing at recreation ground. **Directional signage will be erected and taken down same day.** Highways permission granted
- Resident has contacted clerk to offer services to Parish Council if suitable role identified. **Chairman to contact resident**

**Meetings / Training:**

- Lucy Frazer MP to visit recreation ground centre 4pm – 5pm Tuesday 4 August. **All Councillors and residents encouraged to attend**
- Police Panel meeting attended by Cllrs Abdullah and Teague 18 June
- Cllr Legge attended A14 update meeting 22 June
- Cllrs Payne and Ing attended SCDC Scrutiny workshop (Orchard Park) 30 June
- Cllr Hertoghe attended SCDC Mythbuster Tour re affordable housing 7 July
- Highways Committee members met with Karen Lunn CCC 8 July
- Cllr Foster has carried out some site meetings with Graham Armstrong in the villages
- Representative due to attend Oakington PC meeting 13 July re flooding
- Walkabout of Burial Ground planned for July

**Staff matters and holiday/TOIL dates:**

- Staff meeting held 10 June
- AY now routinely takes Wednesday as day off. LM continues to take Fridays. Both are subject to change if diary/workload dictates

- CP normally now in parish office Wednesday – Friday, with more limited hours Monday and Tuesday. 3 month period agreed at Orchard Park, for review September 2015
- AC normally in parish office Monday – Wednesday, **term time only**
- Youth Worker was married on 11 July – you may see her referred to as Mrs Andrea Cowley in future
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

### **050.5 Review of Donations**

Donations/Community Support Budget 2015-16 **£1,000**  
Spent to date: **£200**

Also Older Person's Budgets available for **£5,000** (Mobile Warden/Older Persons co-Ordinator)

### **Applications received:**

1<sup>st</sup> Histon Scout Group request for up to £500

There will be a payment to be made in **November for British Legion wreath** and one final review in December for donation requests

### **RECOMMENDATION:**

£800 left in budget

**£250** to Cambs County Council **would leave £550 to take forward to November/December requests**

Author: Angela Young  
13.07.15

**HISTON & IMPINGTON PARISH COUNCIL**  
**FINANCE REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14 July 2015</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager</b>	

**Purpose**

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

- o Accounts paid by delegated approval – to note only:

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:

<b>Cambs County Council</b> (s137) Summer reading challenge <b>£200.00</b>	£200.00
<b>Giffords Recycling</b> 'cushionfall' for rec play area <b>£325.00</b> + vat £65.00	£390.00
<b>British Telecom</b> (DDR) phone and broadband <b>£160.42</b> + vat £32.08	£192.50
<b>Barclaycard</b> (DDR) display boards, weathervane, delivery bags, gazebos, fence posts, phone top-up for apprentice <b>£731.25</b> + vat £79.17	£810.42
<b>J Polley</b> printed display boards, stationery (N/Plan) <b>£146.11</b> + vat £29.22	£175.33
<b>S J Goddard</b> chicken wire (Sustainability) <b>£37.48</b> +Vat £7.50	£44.98
<b>M3 Administration – wages, NI and Pension</b> <b>£10,543.71</b>	£10,543.71
<b>M3 Rec Groundsman expenses</b> <b>£25.53</b>	£25.53
<b>Siemens Fin Serv</b> (DDR) copier lease <b>£176.85</b> + vat £35.37	£212.22
<b>British Gas</b> (DDR) gas account <b>£234.35</b> + vat £11.71	£246.06

**Accounts for approval:**

<b>Environment Agency</b> drainage charge for Bypass Farm (if agreed) <b>£10.20</b>	£10.20
<b>PEM VAT Services</b> vat advice re tennis court and cricket net projects <b>£200.00</b> + vat £40.00	£240.00
<b>Allotment Society</b> annual membership <b>£55.00</b> + vat £11.00	£66.00
<b>ESPO</b> office supplies, chair, PPE equipment <b>£176.81</b> + vat £35.36	£212.17
<b>L M Dewar Cleaning</b> pavilion (April / May) <b>£229.49</b>	£229.49
<b>Illiffe Print Ltd</b> newsletter <b>£519.20</b>	£519.20
<b>CSA</b> wash room supplies <b>£99.40</b> + vat £19.88	£119.28
<b>P A Collacott</b> PAT and emergency light annual test; rectify faults <b>£392.16</b> + vat £78.43	£470.59
<b>Tates Treeworks</b> B/Grd, The Green, Coppice <b>£1,760.00</b>	£1,760.00
<b>Roger Hovells</b> office cleaning <b>£30.00</b>	£30.00
<b>J Gardiner</b> clearance work as agreed <b>£120.00</b>	£120.00
<b>**Broker Network</b> (Came & Co) insurance renewal premium <b>£7,378.15</b>	£7,378.15
<i>**N.B The insurance renewal premium can be reduced to <b>£7,009.24</b> (reduction of £368.91) if a 3 year long term agreement is taken advantage of. In light of work outstanding with Came &amp; Co and the good working relationship would recommend that this offer is accepted.</i>	
<b>Broadgate Fencing</b> perimeter fence gates and retention pmt <b>£3,404.20</b> + vat £680.84	£4,085.04
<b>Buchans</b> grasscutting – June <b>£976.95</b> + vat £195.39	£1,172.34

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<b>H&amp;I Community Minibus</b> (s137) Older persons co-ordinator (April-June) <b><u>£769.07</u></b>	£769.07
<b>Copy IT Solutions</b> copier reading <b><u>£33.46</u></b> + vat 36.69	£40.15
<b>CBS Office Solutions</b> stationery <b><u>£32.20</u></b> + vat £6.44	£38.64
<b>SCA</b> DBS check for youth volunteer <b><u>£10.00</u></b>	£10.00
<b>Petty Cash</b> <b><u>£34.12</u></b>	£34.12
<b>Cllr C Hertoghe</b> Flower Festival expenses <b><u>£36.83</u></b> + vat £4.38	£41.21
<b>London Fuel Ltd</b> (DDR) unleaded fuel <b><u>£22.30</u></b> + vat £4.45	£26.75
<b>Certas (Team Flitwick)</b> (DDR) Gasoil <b><u>£325.10</u></b> + vat £16.26	£341.36
<b>Munro Building Services</b> repair boiler leak <b><u>£101.00</u></b> + vat £20.20	£121.20

Accounts Paid In 9 June to 14 July 2015:

Ground Takings	£75.01
Sports Court Fees	£631.26
Pavilion Rent	£1241.66
Village Green (Whyatts)	£360.88
Fees from First Aid Course (Youth)	£130.00
Cambs CC – grasscutting grant	£2,206.56