

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	14 March 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**

17/123 .2 – Clerk's report:

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

- HICOP grass protection mats – agreed **£500** contribution (Environment), total cost estimated £1,059.48; confirmation of cost awaited from Travis Perkins
- Bus shelters at School Hill and Cottenham Road (B1049) – additional works identified to complete projects.
- Site & Maintenance - emergency repairs to bus shelter on old Cottenham Road **£65.00+vat** and post on The Green **£95.00+vat**
- Site & Maintenance - repairs to seesaw on South Road play area **£200.00+vat**
- Boyd Sports & Play Ltd - replacement 'safety compliant' grass tiles for 'nest' swing at recreation ground play area **£360.00+vat**

Administration/ General:

- Council Surgery No 1 due 1 March was cancelled due to weather conditions. New date to be set
- GDPR information continues to be received and reviewed by Cllr Payne with office staff
- CCVS Newsletter provided for all, training and funding items
- CAPALC Bulletin provided for all
- Older Persons update received – new initiative "Men Only Coffee"; regular IVC Year 9 activity with older peoples establishments; The Firs visits
- Election nomination papers can be taken (by hand) to SCDC from 26 March to 4pm 6 April inclusive. Elections will be held Thursday 3 May
- All Committee Chairs or representatives to bodies are requested to supply Annual Report by end of April
- "Purdah" commences 27 March – CAPALC article attached

Meetings which may not covered by Committee reports / Training:

- Clerks attended various informal planning briefings
- Met with Cllrs Foster and Nudds re brook enhancement works at The Brook 20 February
- Met with Cllr Nudds and Traditional Fence Co re Homefield Park Estate Railings 22 February. Met Cllr Nudds re same 1 March
- Met with Cllr Foster and Buchans Landscapes re grass contract 2018 – 22

- Chairman and Vice Chairman presented to Village Society 27 February
- Cllr Payne attended Histon Road Forum 5 March
- Cllr Payne and HISIMP Editors met interested residents 8 March
- Crime Prevention event due Cottenham 20 March 5 – 7.30pm
- Cllr Payne attending CAPALC AGM 22 March

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
- Training: Alex Hale attending First Aid Training course 15 March; Chelsea O'Brien attending GDPR Training (CAPALC) 16 March; Steve Campin/Chelsea O'Brien Supervision Training (LCPAS) 24 May

Annual Leave:

TS – 23 March

CO – w/c 26 March

AH – 27 March – 31 March

LMM – 3 April – 6 April

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

17/127.3 Emerging Strategic Partnership List (Full Council)

Initial list, please advise Clerk of all those to be added. Committees have been requested to provide their own lists. Council has agreed to develop working partnerships with their own key stakeholders and report on activity in their annual report:

FULL COUNCIL

Assume all landowners catered for under Planning

Assume adjacent neighbours catered for under Recreation/Environment

Assume facility users catered for under Recreation

Cambridgeshire Constabulary
Crime Commissioner

County Council
District Council
Environment Agency

NALC
CAPALC
LCPAS
Cambs ACRE

Connections Youth Project
Morris Education Trust
IVC

Cambs Primary Education Trust
H&I Junior School
H&I Infant School
Early Years

Hain Daniel
Businesses with premises
Businesses based in the community, no premises
Farmers

Village Society

Churches

HICOM
Feast Committee
Poorsland Charity

Cross cutting with others:

Health & Wellbeing/Highways:
HICOM (including community transport; Older Persons Co-Ordination; Mental Wellbeing)

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	14 March 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
To be paid by 31.3.18					
Copy IT Solutions - Sharp	Copier reading	24.05	4.81	28.86	Administration
Barclaycard	Paint for office	72.81	14.57	87.38	Administration
London Fuel	Unleaded fuel	11.49	2.30	13.79	Recreation
PHS Group	Sanitary waste disposal – annual contract	328.45	65.69	394.14	Recreation
Information Commissioner	Annual registration fee	35.00	-	35.00	Administration
British Telecom	Telephone and broadband	245.33	49.06	294.39	Environment
To be paid after 1.4.18					
PWLB	Pavilion loan - payment 25 of 50	10,449.67	-	10,449.67	Finance & Legal
PWLB	Pavilion Completion loan - payment 23 of 50	1,369.59	-	1,369.59	Finance & Legal
Total		12,536.39	136.43	12,672.82	

Accounts for approval:

Expenses paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Cllr T Ewbank	Room hire 'High St & Beyond' meeting with traders	17.00	-	17.00	Administration
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
ESPO	Stationery, cleaning products for pavilion	49.00	9.80	58.80	Administration / Recreation
PCC of St Andrew's Histon	Room hire - APM	76.05	-	76.05	Administration
CamAlarms	50% service of fire alarm system	68.00	13.60	81.60	Recreation
C S A	Wash room supplies	115.33	23.07	138.40	Recreation
D K O Wheatley	Mixed hedging	200.00	40.00	240.00	Environment
TCLandscapes Ltd	Replacement sail shelter for play area	225.00	45.00	270.00	Recreation
Ridgeons Ltd	Sharp sand, marking spray paint	242.82	48.57	291.39	Recreation

Brookfield Groundcare	School Hill bus shelter - form opening, repair brickwork	310.00	62.00	372.00	Environment
Boyd Sport & Play Ltd	Compliant grass tiles for 'nest swing'	360.00	72.00	432.00	Recreation
Buchans Landscapes	Brook area clearance, spray grave tops	480.71	96.14	576.85	Environment
L M Dewar Cleaning Services	Pavilion cleaning - February & March	765.80	-	765.80	Recreation
Site & Maintenance	Repairs to seesaws at South Rd, Cottenham Rd bus shelter, post on The Green and notice board on New road; install notice boards at School Hill inc. additional locks	1,105.00	221.00	1,326.00	Environment
M12 Administration	Wages, NI, and pension	13,763.33	-	13,763.33	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
	Staff phone ex-gratia pmts as per minute no. 16/047.1	60.00	-	60.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
ESPO	Stationery	25.40	5.08	30.48	Administration
CCVS	First Aid training (Ground Maintenance Operative)	50.00	-	50.00	Administration
Crossover Group Ltd	Car park lights - replace 2 x LED	90.00	18.00	108.00	Recreation
Berrycroft Stores Ltd	Fertiliser 20-10-10	178.50	35.70	214.20	Recreation
Total		18,263.07	695.08	18,958.15	

Expenses paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Petty Cash	Meeting refreshments	26.98	-	26.98	Administration
P Heylings	Sustainability Group - StAC room hire expenses (paid from 'Demain' event income)	29.25	0.00	29.25	Environment
R Moulder	Sustainability Group - StAC room hire expenses (paid from 'Demain' event income)	22.10	0.00	22.10	Environment
To be paid after 1.4.18					
South Cambs District Council	Business rates - High Street car park	3,696.00	-	3,696.00	Administration
South Cambs District Council	Business rates - Parish Office	2,927.19	-	2,927.19	Administration
South Cambs District Council	Business Rates - Pavilion	3,360.00	-	3,360.00	Administration
South Cambs District Council	Business Rates - Burial Ground	864.00	-	864.00	Environment
Total		10,925.52	0.00	10,925.52	

To Note:					
Accounts Paid In 14.2.18 to 13.3.18					
Net Income					Cost Centre
Ground Takings		197.92			Recreation
Sports Courts Fees		1,994.16			Recreation
Pavilion Rent		705.21			Recreation
Asset Income		110.96			Recreation

SCDC	Sec106 - 49 Station Road	20,169.11		Planning
Histon Cricket Club	Final contribution towards cricket nets (exc. vat)	833.33		Recreation
Friends H&IRG	Contribution towards replacement chairs and tables and tree at pump	1,248.00		Recreation
Bank Interest	Cambridge B/Society	1,901.42		Administration
Total		27,160.11		

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)

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

Due to financial year end, a second BACS payment run may be required.

In there is not a meeting in April, salaries will be reported at next the meet Parish Council meeting. If National Pay Scale increase has been agreed, this will automatically be implemented and advised at next meeting