

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	14 November 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**

17/085.2 – Clerk's report:

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

- Bryan Lecohe Ltd – emergency works - service of eviction notices **£508.60** + vat
- Site & Maintenance – emergency works – installation of height restriction barrier in car park at recreation ground **£1,100.00** + vat
- Travis Perkins – equipment for 'Weeding Group' **£9.44** + vat

- £100 'goodwill gesture' received from British Gas for electricity supply at the Green. August invoice £53.34 applied, resulting in £46.66 credit which has been applied to October invoice

Administration/ General:

- Issues surrounding unauthorised encampment at recreation ground dealt with under delegated powers
- Chairman laid PC wreath at Remembrance Parade 12 November
- Christmas lights will be erected and lit from end of November
- Carols on The Green booked 13 December
- Older Person's Co-Ordinator has made arrangements to hold a drop in once a month at the Firs Surgery from December, for a 6 months trial

Meetings / Training:

- Police Panel 19 October – Cllr Farrell attended
- Mobile Warden meeting held 19 October
- Connections Bus Project AGM held 23 October
- RFO and Groundsman attended training at CCVS 25 October – “dealing with difficult people”
- CPRE Planning Workshop 2 November – Cllrs Farrell and Jocelyn attended
- Histon Road Forum 6 November – Cllr Payne attended
- Cty Cllr Jenkins facilitated meeting re petrol and diesel issues in Station Road 7 November – Cllr Farrell and clerk attended
- A14 1 year anniversary event 16 November – Cllr Ing attending
- SCDC Greater Cambridge Partnership meeting 16 November
- ACRE Conference “Moving Forward Together”– Clerk, Deputy and Cllr Teague attending 17 November. Also attending Cllr Payne
- SCDC Cabinet and Parish Liaison 29 November – Cllr Payne attending

- CAPALC AGM 7 December – Cllr Payne attending
- SLCC Data Protection session 8 December – Clerk and Deputy attending
- Free Community Flood Group training highlighted
- Weekly meeting date set between Chair and Clerk (s)

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:

New working arrangements, normally:

AY works noon – end of meeting where there is a Full Council or other Monday meeting (otherwise normal working day); all day Tuesdays, Thursdays and Friday mornings where required

LM works Monday – Wednesday all day, and Thursday morning where required

CO works Monday to Friday full time

Annual Leave:

AY – 14 December – 21 December inclusive; Christmas – 1 January

LM – Christmas – 1 January

CO – 22 December – 1 January

TS – w/c 4 December

Groundstaff currently planning to take Bank Holidays only over the Christmas and New Year period

The office will be closed between Christmas and the New Year

- **Please note clerk(s) holiday dates in your diary if you are affected.**
- Review & Development (staff) meetings continue, for report via Employment Committee
- **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	14 November 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
British Gas	Electricity supply – The Green	3.96	2.54	6.50
Copy IT – Sharp	Copier reading	49.02	9.80	58.82
Barclaycard	Replacement blind in office, signs, machinery maintenance	433.19	86.64	519.83
London Fuel Ltd	Unleaded fuel	19.90	3.99	23.89
British Gas	Electricity account	1,148.67	229.73	1,378.40
Cambridge Water	Homefield Park rates	15.49	-	15.49
Cambridge Water	Burial Ground rates	23.16	-	23.16
Cambridge Water	Recreation Ground rates	421.54	-	421.54
PWLB	Office loan – pmt 24 of 50	1,407.99	-	1,407.99
PWLB	12 New Road – pmt 15 of 20	1,220.73	-	1,220.73
PWLB	Freehold – pmt 25 of 50	2,719.69	-	2,719.69
Siemens Financial	Copier rental (quarterly pmt)	194.34	38.86	233.20
Total		7,657.68	371.56	8,029.24

Expenses paid Cheque				
Beneficiary	Description	Net	Vat	Gross
Berrycroft Stores	Grass seed and fertilisers	658.00	131.60	789.60
Total		658.00	131.60	789.60

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Travis Perkins	Brushes for 'Weeding Group'	9.44	1.89	11.33
Camb City Cnl	Room hire – Kings Meadow meeting	14.48	-	14.48
Greenham	Safety boots (staff equipment)	38.16	7.63	45.79
P A Collacott & Co	Attend faulty shower unit	45.00	9.00	54.00
ESPO	Office equipment	56.00	11.20	67.20
Roger Hovells	Office and bus shelter cleaning	85.00	-	85.00
LCPAS	Annual subscription	100.00	-	100.00
Ben Burgess	Repair 'Hayter Ranger'	84.52	16.90	101.42
Ridgeons	Sand	116.01	23.20	139.21
Komjpan Ltd	Replacement swing chains – The Green	200.00	40.00	240.00
L M Dewar	Pavilion cleaning – October	378.68	-	378.68
Gaskin Brothers	Installation lamp column – The Green	350.00	70.00	420.00
Fleet Ltd	Pitchmarker	433.28	86.66	519.94

B Lecoche Ltd	Service of eviction notices	508.60	101.72	610.32
Site & Maintenance	Install height restricting barrier in Rec car park	1,100.00	220.00	1,320.00
Modicum Planning Ltd	Review draft N/Plan including travel expenses	1,214.40	-	1,214.40
M8 Administration	Wages, NI, and pension	12,664.58	-	12,664.58
	Rec Groundsman expenses	25.53	-	25.53
Buchans Landscapes	Grasscutting – October	1,169.26	233.85	1,403.11
Site & Maintenance	Weld chains to gates	125.00	25.00	150.00
CBS Office Solutions	Stationery	25.60	5.12	30.72
Algar Signcraft	Signs for Doctor's Close and Coppice	86.00	17.20	103.20
Travis Perkins	Paint, brushes, creosote, builders tub	138.98	27.78	166.76
Total		18,968.52	897.15	19,865.67

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Cllr C Foster	Travel expenses to CCC Highways event	15.30	-	15.30
Mower People	Drive belt	19.99	4.00	23.99
Peter Graves	Mixed bulbs	83.33	16.67	100.00
Royal British Legion	Wreath & 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	100.00	-	100.00
SCDC	Planning fee for Glaze Pavilion (public art)	97.50	-	97.50
Total		316.12	20.67	336.79

To Note:

Accounts Paid In 11th October to 14th November 2017:

Net Income	
Vat Refund P09/17	4,886.86
Allotment Rents	36.00
Club Receipts	5,705.00
Ground Takings	230.42
Sports Court Fees	402.50
Pavilion Rent	861.25
Asset Income	110.96
Bank Interest	0.11
Total	12,233.10

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

A17/087.5 Half Year Review of Donations

We have received one final application for a donation from the Histon & Impington Day Centre (see application attached)

The request is for £350 to enable the Centre to continue to offer meals at £5 a head, provide entertainment and outings, training for volunteers for the coming year

The RFO will provide an up to date report on funding availability for the year at the Full Council meeting.