

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	13 October 2014
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**

14/080.2 – Clerk's report:**Expenditure other than regular commitments and maintenance issues (including Clerks' Delegation):**

- Groundwork for storage shed. Additional costs of **£920 + vat** due to removal of unexpectedly large tree stump (removal of soil which required screening; additional hours for digger driver and Acacia to remove stump from site). To be funded from Recreation Committee facility improvement budget.
- Christmas light order (**equipment only**) via Marcus Jaggard. Installation quote received, second sought
- Homefield Park **opening expenses agreed £22** (additional expected)
- **Bollard made safe** The Green **£40 + VAT**
- **Poppy Wreath** purchase. Agreed, Council to agree level of additional donation
- **ESPO** Youth worker items as reported to Youth Committee

Administration/ General:

- Some sharp increases in stationery and photocopying costs expected as Youth Worker gets into role – especially colour perhaps
- Fire Safety Review completed 22 September
- Technical Planning Consultation response submitted 26 September
- Homefield Gate grand opening attended 27 September
- All Cllrs invited to war memorial and Impington Church for Remembrance Sunday 9 November. **Cllr Payne to lay wreath**
- Subscription to CPRE (Cambridge to Protect Rural England) due. Finance Legal & Admin Committee had decided **not to recommend renewal**
- Report from Milton Dist Cllr on odours from Landfill site copied to Waste Management officer Cllr Ing, and held on file
- Feast Committee request use of Green 4 and 5 July. **Meeting with Whyatts Amusements planned**
- Reports of anti social behaviour School Hill reported to PCSO Martin

Meetings / Training:

- LM and AY attended CPR and Defibrillator training 18 September
- AY did **not** attend SLCC meeting 19 September
- AY together with Cllr Marston and Trevor Smith met up with electrician Marcus Jaggard to request purchase of matching looms/curtains and discuss spec for quotation for 2014

- Met with Cllrs Marston, Legge and Cty Cllr Mason re crossing at Green 29 September
- Mobile Warden scheme meeting held 8 October – Warden's report since received
- Cllr Payne attended SCDC meeting 8 October covering: Affordable Homes, Flooding, Precept. Report provided, official minutes awaited
- Police Panel at Orchard Park held 15 October
- Mobile Police Surgery at Tesco 17 October
- Cllrs Payne and Davies attending South Cambs PC Conference and Funding Fair 28 October, Cambourne
- CAPALC: AGM 20 November: Query over whether PC should become a Larger Councils member, with direct access to NALC for legal queries; Notification of new Quality Parish Council launch coming soon, for general release January 2015; **Training courses for new councillors available** 4, 11 and 18 November at Hemingford Abbots. Chairmanship training offered 12 and 26 November. Contact the clerk if interested in any of these courses

Staff matters and holiday/TOIL dates:

- AY now routinely takes Wednesday as day off. LM continues to take Fridays. Both are subject to change if diary/workload dictates
- No staff leave planned
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young
October 2014

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	September 2014
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 082.1

M6 Administration – wages, NI and Pension <u>£9,826.34</u>	£9,826.34
M6 Rec Groundsman expenses <u>£25.53</u>	£25.53
Timbergarden Storage shed <u>£2,337.00</u> + vat £467.40	£2,804.00
Borley Brothers car park barrier <u>£1,283.00</u> + vat £256.60	£1,539.60
Fleet (Line Markers) Ltd white liner <u>£215.86</u> + vat £43.17	£259.03
Rigby Taylor seed & fertilisers <u>£345.20</u> + vat £69.04	£414.24
BT (DDR) office phone and broadband <u>£263.57</u> + vat £52.71	£316.28
Siemens Financial Services (DDR) copier rental <u>£176.85</u> + vat £35.37	£212.22
London Fuel (DDR) unleaded fuel <u>£17.30</u> + vat £3.46	£20.76
British Gas (DDR) electricity account <u>£2,403.26</u> + vat £480.65	£2,883.91
E-oN (DDR) feeder pillar <u>£7.11</u> + vat £0.36	£7.47
Barclaycard (DDR) Laptop <u>£399.98</u> + vat £79.99	£479.97

- Accounts for approval, 082.2:

Illiffe Print newsletter <u>£507.00</u> N.B. £70 contribution rec'd Friends H&IR	£507.00
Acacia Tree Surgery removal tree stump at rec <u>£200.00</u> + vat £40.00	£240.00
Webster Construction replace drain channel in car park <u>£275.00</u> + vat £55.00	£330.00
Steve Wallis Youth film project <u>£400.00</u>	£400.00
Roger Hovells office and bus shelter cleaning <u>£92.50</u>	£92.50
PKF Littlejohn annual audit fee <u>£1,300.00</u> + vat £260.00	£1,560.00
Site & Maintenance fit plate over damaged drain channel (emergency)	
<u>£45.00</u> + vat £9.00	£54.00
Site & Maintenance weld towable rake <u>£50.00</u> + vat £10.00	£60.00
CSA wash room supplies <u>£76.09</u> + vat £15.22	£91.31
HC Courts Rejuvenate MUGA, clean hard tennis court <u>£2,050.00</u> + vat £410.00	£2,460.00
PRS annual licence <u>£305.76</u> + vat £61.15	£366.91
A J Young expenses – flowers for H/Park gate opening <u>£22.00</u>	£22.00
Copy IT Solutions copier reading <u>£40.70</u> + vat £8.14	£48.84
P A Collacott replace PIR detector in female officials room <u>£106.92</u> + vat £21.38	£128.30
Site & Maintenance base for storage shed inc. additional costs <u>£3,740.00</u> + vat	
£748.00	£4,488.00

Site & Maintenance removal of soil from rec to War Memorial <u>£50.00</u> + vat £10.00	£60.00
CBS Office Solutions stationery <u>£29.20</u> + vat £5.84	£35.04
N Rice clean and repair duck platform <u>£595.00</u>	£595.00
Buchans Landscapes grasscutting – Sept <u>£1,591.16</u> + vat £318.23	£1,909.39
Site & Maintenance emergency make safe bollard <u>£40</u> + vat £8	£48.00
A Cramp Youth Worker expenses (to be clarified) <u>£35.18</u>	£35.18
A Turnbull H/Park Event - fuel for generator <u>£12.93</u>	£12.93
P A Collacott annual emergency light test <u>£113.75</u> + vat £22.75	£136.50
Binder Loams top dressing (bowls) <u>£481.92</u> + vat £96.38	£578.30
L M Dewar Cleaning pavilion (September) <u>£308.31</u>	£308.31
Working Turf application of top dressing (bowls & croquet) <u>£300.00</u> + vat £60.00	£360.00
Ridgeons sharp sand <u>£168.75</u> + vat £33.75	£202.50
Petty Cash <u>£53.23</u>	£53.23
British Gas (DDR) gas account <u>£254.23</u> + vat £12.71	£266.94
H&I Village Older Persons Co-Ordinator claim July - Sept <u>£741.27</u>	£741.27

Histon & Impington Royal British Legion – wreath purchase agreed at current price,
Council to agree level of additional donation

Amounts paid in 082.3 (10.9.14 to 14.10.14):

SCDC – 2 nd half precept	£141,244.00
Burial Fees	£140.00
Ground Fees	£806.25
Sports Court Fees	£516.70
Pavilion Rent	£1,102.08
Sec106 - 155 Station Road	£3,617.42