

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>5 September 2014</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**

**14/065.2 – Clerk's report:****Expenditure other than regular commitments and maintenance issues (including Clerks' Delegation):**

- Site & Maintenance – emergency repairs to bollard on The Green (no witnesses)  
**£116.00 + vat**
- Histon Baptist Church – hall hire for flooding 'drop-in' **£24.00**
- **H&S work at car park – replacement emergency board S&Maintenance**
- **Decision required to vire funds from general reserves to fund purchase of laptop and Microsoft office package to upgrade IT provision for planning committee** (as discussed at FLA committee 14 August minute no. F/14/021 and agreed at Planning committee 19 August & 2 September minute nos. P/14/099.1 and P/14/110.4) **£568.99**

**Administration/ General:**

- Angela Young (AY) attended Kings Meadows summer fayre with Cllr Jenkins
- AY accompanied BBC Radio Cambridgeshire presenter on tour of village to interview residents re flooding experiences 21.8.14
- Big Tidy Up 6.9.14 – **all health and safety briefings completed**
- **Youth Worker commences secondment 8.9.14** – series of meetings held to aid smooth induction of staff
- Cllr Cleaver to represent Council at Library Reading Challenge presentations 9.9.14
- Cllr Foster to accompany Martin Allen on second walkabout 11.9.14
- ACRE AGM 23.9.14
- Homefield Gates opening expected 27.9.14
- SCDC advise bookings for sheltered housing communal facilities now carry a £5 per hour booking charge
- Charity Commission Annual Returns submitted
- H&I Community Car Scheme advise scheme due to be running before Christmas, DBS checks being run on 5 volunteer drivers, **a co-ordinator still to be identified**

**Meetings / Training:**

- Lynda Marsh (LM) visited Sawston Parish Council with Groundsman Steve Campin 15.7.14. Any resulting recommendations to 2020 Project meeting 16.9.14
- Chelsea Presland (CP) attended Funding Applications training 22.7.14
- AY attended Data Protection workshop 29.7.14 (**report attached**)

- Newsletter Editorial team meetings held during August – **newsletter due to be published w/c 15.9.14**
- Meetings with SCDC re Neighbourhood Plan procedures during August/September
  
- AY and Cllr Payne met with residents re car park issues 20.8.14 (**report attached**) – **recommendation to cancel barrier installation order** – cost implication: Original quote: £1,656, cost to date £1,433, accommodation negotiated £1,283 all plus VAT – **FOR DECISION**
- AY, Cllr Davies and Cllr Jenkins met Stephen Conrad re Bypass Farm issues 2.9.14
- LM to attend Budgets and Cashflow Forecasting training 9.9.14
- Defibrulator training 18.9.14
- AY attending SLCC meeting 19.9.14
- Mobile Warden Scheme meeting due 8.10.14
- Police Panel meeting due 15.10.14
- Capalc South Cambs Conference and Funding Fair 28.10.14 – attendees advise Clerk to book

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

- Update on CiLCA training
- AY now routinely takes Wednesday as day off. LM continues to take Fridays. Both are subject to change if diary/workload dictates
- AY on leave w/c 8 September; CP w/c 22 September; Trevor Smith w/c 22 September; LM w/c 29 September
  
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young  
September 2014

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>September 2014</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

<b>M4 Administration – wages, NI and Pension</b>	<b><u>£10,026.96</u></b>	
<b>M4 Rec Groundsman expenses</b>	<b><u>£25.53</u></b>	£25.53
<b>A Turnbull reimbursement for Flower Festival</b>	<b><u>£27.47</u></b>	£27.47
<b>Team Flitwick (DDR) gasoil</b>	<b><u>£378.95</u></b> + vat £18.95	£397.90
<b>Barclaycard (DDR) stamps, skip (Mick George)</b>	<b><u>£258.28</u></b> + vat £30.00	£288.28
<b>London Fuel Ltd (DDR) unleaded fuel</b>	<b><u>£25.53</u></b> + vat £5.11	£30.64
<b>E-oN (DDR) feeder pillar</b>	<b><u>£23.41</u></b> + vat £1.17	£24.58
<b>Land Registry The Coppice - application for official copy of register</b>	<b><u>£14.00</u></b>	£14.00
<b>Land Registry Manorial Waste – application for title absolute</b>	<b><u>£40.00</u></b>	£40.00
<b>CAPALC Councillor training</b>	<b><u>£280.00</u></b>	£280.00
<b>Site &amp; Maintenance emergency repair to bollard</b>	<b><u>£116.00</u></b> + vat £23.00	£139.00
<b>Roger Hovells office cleaning</b>	<b><u>£40.00</u></b>	£40.00
<b>Copy IT Solutions copier reading</b>	<b><u>£80.25</u></b> + vat £16.05	£96.30
<b>Petty Cash</b>	<b><u>£47.79</u></b>	£47.79
<b>M Collis reimbursement for fuses re floodlights</b>	<b><u>£13.03</u></b> + vat	£15.63
<b>Working Turd Ltd herbicide treatment to rec grd</b>	<b><u>£751.50</u></b> + vat £150.30	£901.80
<b>M5 Administration – wages, NI and Pension</b>	<b><u>£9,996.96</u></b>	£9,996.96
<b>M5 Rec Groundsman expenses</b>	<b><u>£25.53</u></b>	£25.53
<b>S Lindsay travelling expenses to councillor training</b>	<b><u>£40.50</u></b>	£40.50
<b>Barclaycard (DDR) stationery</b>	<b><u>£9.81</u></b> + vat £1.96	£11.77
<b>London Fuel Ltd (DDR) unleaded fuel</b>	<b><u>£18.54</u></b> + vat £3.71	£22.25
<b>E-On (DDR) feeder pillar</b>	<b><u>£6.89</u></b> + vat £0.34	£7.23
<b>PWLB (DDR) Pavilion loan pmt 18 of 50</b>	<b><u>£11,480.74</u></b>	£11,480.74
<b>PWLB (DDR) Completion Loan pmt 16 of 48</b>	<b><u>£1,513.96</u></b>	£1,513.96

- o Accounts for approval:

<b>Site &amp; Maintenance paint / treat circular bench on School Hill</b>	<b><u>£360.00</u></b> + vat £72.00	£432.00
<b>Cambs CC Youth Work summer term</b>	<b><u>£3,199.71</u></b>	£3,199.71
<b>NSALG (Allotment Soc) annual subs</b>	<b><u>£55.00</u></b> + vat £11.00	£66.00
<b>Copy IT Solutions copier reading</b>	<b><u>£27.63</u></b> + vat £5.53	£33.16
<b>Buchans Landscapes grasscutting – July</b>	<b><u>£1,800.92</u></b> + vat £360.18	£2,161.10
<b>Buchans Landscapes grasscutting – August</b>	<b><u>£1,775.66</u></b> + vat £355.13	£2,130.79
<b>Cambs CC 30mph minor improvements scheme</b>	<b><u>£873.63</u></b> + vat £174.73	£1,048.36
<b>Print-Out stationery</b>	<b><u>£73.96</u></b> + vat £14.80	£88.76
<b>Getmapping Parish Online annual subs</b>	<b><u>£70.00</u></b> + vat £14.00	£84.00
<b>Roger Hovells office cleaning</b>	<b><u>£40.00</u></b>	£40.00
<b>World of Computers MS Office 2013</b>	<b><u>£169.00</u></b> + vat £33.80	£202.80

<b>Petty Cash</b> <u>£20.49</u>	£20.49
<b>P Scott</b> partial ditch clearance at rec <u>£70.00</u>	£70.00
<b>PHS Group</b> annual Duty of Care certificate <u>£69.95</u> + vat £13.99	£83.94
<b>CamAlarms Ltd</b> 50% fire alarm service <u>£68.00</u> + vat £13.60	£81.60
<b>Munro Building Services</b> annual planned maintenance contract <u>£820.00</u> + vat £164.00	£984.00
<b>Mower People</b> replacement Hayter mower <u>£645.83</u> + vat £129.17	£775.00
<b>L M Dewar Cleaning Services</b> Pavilion – July <u>£238.10</u>	£238.10
<b>L M Dewar Cleaning Services</b> Pavilion – August <u>£238.11</u>	£238.11
<b>Tomlinson Groundcare</b> tractor service <u>£457.77</u> + vat £91.56	£549.33

Amounts paid in (16.7.14 to 9.9.14 ):

Burial Fees	£1,300.00
Ground Fees	£1,133.34
Sports Court Fees	£549.17
Pavilion Rent	£872.91
Sec106 - 18 Pages Close	£7,234.84
WISER Wee Collection	£116.00