

HISTON & IMPINGTON PARISH COUNCIL
CLERK’S REPORT

REPORT TO:	Full Council	September 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**

17/054.2 – Clerk’s report:

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

- Boots Kitchen Appliance – replacement fridge freezer for pavilion **£238.97**

Administration/ General:

- Final Artisan Market on Green held 2 September. **Council/Environment need to take a view on future years** and any charge necessary
- Strawberry 50 Community Cycling held 3 September – details of event received
- First youth club held at Recreation Ground Community Room 11 September
- Mental Wellbeing Forum meeting held 12 September – papers received
- Cllr Cleaver attending Library presentations 14 September
- Second Internal Audit visit due 20 September
- Future East Health & Wellbeing and Living At Home event 2 October at The Meadows Centre 10.30am – 3 p.m. Jean Newman attending, details received
- Histon & Impington Mental Health & Wellbeing week details 7 – 13 October received – attached Noted £4,000 presented to Annabell Webb at Red Lion Beer Festival
- Village of the Year competition. Filming took place July and August with possible filming in September. The final 10 will be whittled down to 4 villages for the grand final. Programmes not airing until at least October 2017
- Bonfire Burn 5 November, Friends of H&I Recreation, details of road closure
- Speedwatch is now back up and running in Histon & Impington. Results to be published regularly on the website
- James Broder has taken over from Simeon Carroll as Local Highways Officer at CCC
- CAPALC/NALC Website national project lists – received
- CAPALC Training schedules received. Councillors interested in the Councillor training sessions or Chairmanship training, please contact clerk for details of upcoming dates
- Discussions on Power of Competence opportunities have taken place with particular regard to property purchase
- Copy of Camtrust Magazine Summer 2017 received and available in the circulating file
- ECops report from Chief Inspector James Sutherland advises he is leaving South Cambs Police. The new commander will be Superintendent Jon Hutch
- Please note resignations from: Timebanking Group (Cllr Farrell);

Meetings / Training. Clerk:

- Attended Community Park Project Stakeholder meeting 20 July

- Attended meetings 21 July and 30 August with Archangel re Community Park Project
- Met with Youth Liaison Officer 27 July to review Termly report
- Met with Cllr Nudds 27 July to review outstanding Environment Committee projects
- Attended LCPAS Training Data Protection; Freedom of Information; Power of Competence with staff and Councillors 27 July. Overheads provided to all.
- Met with SCDC S106 officer and Cllr Davies 28 July to plan funding applications required by SCDC
- Met with Community Park Project Convener 31 July for planning purposes
- Met with Environment Chair 7 and 14 August to plan agenda
- Met with Neighbourhood Plan members 7 August to review records
- Met with Older Persons Co-Ordinator and CPP WP members 10 August
- Met with CPP WP members 14 August to review Solicitors comments on Conditional Purchase Agreement. Met with Flagship Homes and CPP WP members 22 August. Met with SCDC Sec 106 Officer, Cllrs Ing and Davies. Meetings also held with Solicitor and PC Consultant. Meeting due with Traffic and Access Consultants 15 September.
- Staff meeting held 22 August
- Attended Newsletter editorial team meeting 22 August – **copy deadline 12 September**, for delivery from 20 September
- Attended meeting with CCC Highways 24 August to look at cyclical maintenance – notes see below
- Clerks & Councillors Catch Up date at Hemingford Abbots now re-arranged for 22 September £25 per attendee. Agenda topics include: Increasing your Digital Influence; Digital Mapping and the Digital Council. **Please advise if you would like to accompany Clerk**
- ACRE AGM due 26 September 2pm – 5pm at Whittlesford. Details on request
- County Council Innovate and Cultivate workshop 27 September 2pm – 4.15pm at St Ives. Details on request. Applications deadline 26 October
- Clerk and Assistant Clerk attending Finance training 12 October at CCVS
- Connections Bus Project AGM 23 October 7 – 9pm StAC Histon. RSVP by 9 October, contact clerk for details
- Neighbourhood Plan - Assistant Clerk met Chivers and new owners of Tesco site with Cllr Jenkins
- Neighbourhood Plan – members of the group met with representatives of Rowleys
- Neighbourhood Plan Workshop held 12 September
- Weekly meeting date set between Chair and Clerk (s)

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
- COB since 1 July 2017 works 37 hours Monday – Friday
- Office closed Friday 22 September; Wednesday 4 October

- **Please note clerk(s) holiday dates in your diary if you are affected.**
- COB annual leave: 22 September - 29 September inc

- **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	13 September 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
Sharp – Copy IT Ltd	Copier reading	75.53	15.11	90.64
Barclaycard	Replacement fridge/freezer, kettle, microwave Hisimp hosting renewal,	356.79	23.56	380.35
Team Flitwick	Gasoil	345.00	17.25	362.25
British Gas	Electricity account	927.78	185.55	1,113.33
British Gas	Feeder Pillar – The Green	50.80	2.54	53.34
London Fuel Ltd	Unleaded fuel	22.35	4.47	26.82
Siemens Financial	Copier lease rental	194.34	38.86	233.20
Barclaycard	Online Playgrounds – wet pour repair kit	112.00		112.00
London Fuel	Unleaded fuel	28.09	5.62	33.71
Copy IT (Sharp)	Copier reading	53.21	10.64	63.85
PHS Group	Annual 'Duty of Care' certificate	73.40	14.68	88.08
PWLB	Pavilion Loan – pmt 24 of 50, completion loan pmt 21 of 48	11,987.18	-	11,987.18
British Telecom	Phone and broadband account	226.89	45.37	272.26
Total		14,453.36	363.65	14,817.01

Expenses paid Cheque				
Beneficiary	Description	Net	Vat	Gross
Came & Co	Annual insurance premium	7,801.60	-	7,801.60
I A Levitt	Repairs to display board on The Green	40.00	-	40.00
Richardson Tree Surgery	Emergency works: Coppice, Copse, H/Park, allotments	950.00	190.00	1,140.00
PA Collacott & Co	Replace faulty light in pavilion	159.04	31.81	190.85
ESPO	Office supplies, litter pickers, gloves	387.24	77.45	464.69
Site & Maintenance	Repair to barrier in compound	92.00	18.40	110.40
Camb City Cnl	Kings Meadow W/P – room hire	9.65	-	9.65
L M Dewar	Pavilion cleaning – July	337.45	-	337.45
Total		9,776.98	317.66	10,094.64

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Orchard Park CC	Part travel claim re SLCC Regional Conference	13.76		13.76
NALC	LCR annual subscription	17.00	-	17.00
CBS Office Solutions	Stationery	25.60	5.12	30.72
Hunts Dist Cnl	Tree Seminar – Tree Warden to attend	52.00	-	52.00

Roger Hovells	Office and bus shelter cleaning	100.00	-	100.00
D A Pest Control	Control of moles	105.00	-	105.00
Ridgeons Ltd	Spray marking paint, cable ties, emulsion	140.47	28.10	168.57
Site & Maintenance	Transport Piaggio for repairs, repairs to scarifier	203.00	40.60	243.60
B M Kempton Ltd	Repairs to Piaggio	240.00	48.00	288.00
L M Dewar	Pavilion cleaning – June	298.07	-	298.07
Buchans Landscapes	Grasscutting – July	1,818.94	363.78	2,182.72
Gaskin Bros Ltd	Pump restoration (grant and donations apply)	1,890.00	378.00	2,268.00
Fenland Leisure Ltd	South Road – replacement roundabout	6,095.06	1,219.01	7,314.07
Connections Bus Project	Youth work contract – September to December 2017	7,333.00	-	7,333.00
M5 Administration	Wages, NI and pension	12,948.06	-	12,948.06
	Rec Groundsman expenses	25.53	-	25.53
Total		31,305.49	2,082.61	33,388.10

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Roger Hovells	Office cleaning	30.00	-	30.00
P A Collacott & Co	Call out to assess damage to floodlights	45.00	9.00	54.00
Site & Maintenance	Weld repair to slide on Green play area	50.00	10.00	60.00
Cam Alarms	Half yearly 50% fire alarm service	68.00	13.60	81.60
Getmapping plc	'Parish Online' annual subs	70.00	14.00	84.00
CSA	Wash room supplies	153.21	30.64	183.85
Scamblers	Repairs to brush cutter	174.70	34.94	209.64
Nimbus Lightning Protection Ltd	Annual service	180.00	36.00	216.00
Tates Treeworks	Raise crowns on trees alongside MUGA	240.00	-	240.00
Rigby Taylor	Fertilisers	422.00	48.80	470.80
Munro Building Serv	Annual planned maintenance contract	820.00	164.00	984.00
Ben Burgess Ltd	Replacement scarifier	900.00	180.00	1,080.00
Site & Maintenance	Recycled plastic beams to replace steps on play area mound – materials only; invoice for labour costs to follow	1,550.00	310.00	1,860.00
M6 Administration	Wages, NI, and pension	12,747.03	-	12,747.03
	Rec Groundsman expenses	25.53	-	25.53
	Staff phone ex-gratia pmts as per minute no. 16/047.1	48.00	-	48.00
Total		17,523.47	850.98	18,374.45

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Petty Cash	Post, refreshments, mugs, training, BTU refreshments	52.06	-	52.06
L M Dewar	Pavilion cleaning – August	303.68	-	303.68
Buchans Landscapes	Grasscutting – August	2,817.23	563.46	3,380.69
ESPO	Speed ramps for rec car park	206.48	41.30	247.78
D A Pest Control	Emergency pest control – Village Green	135.00	-	135.00
Cllr JDJ Jenkins	Expenses claim – Neighbourhood Plan Survey	29.17	5.83	35.00
Total		3,543.62	610.59	4,154.21

To Note:Accounts Paid In 11th July to 13th September 2017:

Net Income	
Allotment Rents	12.00
Burial Ground	575.00
Ground Takings	1,193.95
Sports Court Fees	1,113.95
Pavilion Rent	785.85
Asset Income	221.92
Donations – Hollyoaks Vets	61.00
Friends H&I re Pump Restoration	540.00
Friends H&I – grant from Co-Op re Pump Restoration	1,283.74
H&I Village Society re Pump Restoration	250.00
Vat Refund	10,434.25
Refund from BT re overpayment	153.26
Total	16,624.92

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank) Cllrs Ewbank and Jenkins to authorise this month's BACS payments please. N.B. Cllr Ewbank has verified the invoices to be paid by BACS.

Meeting with CCC 24 August 2017

Histon & Impington Parish Council

REPORT TO:	Highways Committee and Kings Meadow WP	24th August 2017
AUTHOR/S:	Angela Young	

County Highways Meeting 24 August 2017 at Orchard Park Community Council

Thursday 24th August 2017 10 a. m. – 10.45 a.m.

Orchard Park

H&I (inc Kings Meadow): Denis Payne, Angela Young, Chelsea O’Brien

OP: Sandra Thompson

CCC: Cty Cllr Jenkins; Jon Clarke (Highways Maintenance Manager); Evan Laughlin (Highways for Cambridge City and the south); Graham Armstrong (Local Highways Officer north of city to A14 including OP and KM)

Although not present, James Broder is now the Local Highways Officer for Histon & Impington

Discussion points:

- Weed-killing problems have been a County wide problem. The number of visits has been reduced to 2 per annum – the types of chemicals used on public highways has been restricted. Non-residual used. Orchard Park has actually been missed off the programme altogether, City have recently advised they are no longer doing KM (previously a goodwill gesture) so County have placed them back on the list and will carry out a visit. Gullying is also twice per year now.
- Guided Busways – looked after by the GB team
- Cycleways – looked after by the Local Highways Officer in terms of low level verge. Overgrowing vegetation a land owner issue
- Tendency of County Council to be reactive, not proactive
- Cty Cllr Jenkins raised the possibility of a protocol going forward
- SCDC look after cleansing issues – sweeping; litter picking. Programmes for that work are shared with the County Highways although it was unknown when the last litter picking took place as the growing “Big Tidy Up” movement may have lessened the need?

Agreements affecting H&I (inc Kings Meadow)

- **JC will arrange** for a deep treatment weed kill for Kings Meadow in September (NB OP will also be done). Contractor will be Languard. Thereafter **all areas** to revert to a twice yearly treatment
- **JC will provide** maps showing the County grass maintenance schedules for H&I (currently undertaken by H&I PC, but we are told open to negotiation for grant level, not increased for some years) and Kings Meadow. H&I PC may wish to take over the Kings Meadow verge cutting for an additional grant payment.
- **JC will provide** a structure plan of County officers and contacts
- **AY/DP will identify** land owners adjacent to cycleways, where possible, and provide details to James Broder in order that overgrowth can be dealt with more quickly