

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>11 February 2015</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**

**14/120.2 – Clerk's report:**

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

- Tree works ordered **£2,845.00** (Recreation Ground, Homefield Park, Burial Ground) plus trees ordered **£295.00+vat** and delivery
- Street furniture repairs/renovation following review at Environment Committee, using preferred contractor for repair work Site & Maintenance **£811** (work to community noticeboard not yet agreed)
- Clearance at Brook, using contracted landscapers Buchans **£354.50** additional Health & Safety work to be quoted for
- Rodent control contract including bait stations **£380.00+vat**

**Administration/ General:**

- **Reminder to all re. sensitive situations** during public meetings and the need to use care and appropriate language under the Code of Conduct. Also reminder that when using **social networking** members or staff should not comment on behalf of the Parish Council, such items should appear on the Parish Council's website or own Facebook page following approved policy
- **Newsletter copy date 6 March**; due to be delivered from 13 March
- Chairman and Vice Chairman attended Village Society AGM 27 January
- BIG TIDY UP Saturday 7 March 2015
- Police items available to all via Ecops and other outlets

**Meetings / Training:**

- Staff meeting with all staff held 19 January, to be held regularly
- Attended meeting with Tracy Mann 22 January to discuss governance issues
- Attended County Council with Cty Cllr Mason 29 January to discuss wayleave agreement for lights on The Green
- Cllrs Cleaver and Hertoghe attended Parish planning training during January, further session due March
- Clerk attended SLCC meeting 6 February – presentation on Communications and websites; SLCC NEC report – **clerk to provide written report**

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
- Clerk's Appraisal completed by Chairman
- AY annual leave 23-25 February; 2-4 March (apart from committee meeting 4 March); LM annual leave w/c 9 March
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young

February 2015

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>11 February 2015</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager</b>	

**Purpose**

To list accounts paid by delegated approval, and payment of outstanding accounts.

- Accounts paid by delegated approval – to note only Agenda No: 122.1

<b>M10 Administration – wages, NI and Pension</b> <b><u>£10,137.49</u></b>	£10,137.49
<b>M10 Rec Groundsman expenses</b> <b><u>£25.53</u></b>	£25.53
<b>A Cramp Youth Worker expenses</b> <b><u>£83.61</u></b> + vat £13.36	£96.97
<b>Barclaycard (DDR) stamps, pest control items</b> <b><u>51.66</u></b> + vat £3.96	£55.62
<b>London Fuel Ltd (DDR) unleaded fuel</b> <b><u>£5.54</u></b> + vat £1.11	£6.65

Accounts for approval Agenda No: 122.2

<b>Roger Hovells office cleaning</b> <b><u>£30.00</u></b>	£30.00
<b>CCVS subscription</b> <b><u>£60.00</u></b>	£60.00
<b>ESPO whiteboard planners</b> <b><u>£46.00</u></b> + vat £9.20	£55.20
<b>Tates Treeworks</b> H/Park, B/Grd, Copse, Coppice, Manorial Waste, Clay Close Lane <b><u>£5,050.00</u></b>	£5,050.00
<b>CCC Youth work</b> <b><u>£639.35</u></b> + vat £127.87	£767.22
<b>Histon Baptist Church Youth – room hire</b> <b><u>£15.00</u></b>	£15.00
<b>Travis Perkins materials for wooden fence repair</b> <b><u>£203.62</u></b> + vat £40.72	£244.34
<b>Mower People annual services and parts x 3 mowers</b> <b><u>£992.43</u></b> + vat £198.49	£1,190.92
<b>L M Dewar Cleaning Services pavilion (Jan)</b> <b><u>£269.60</u></b>	£269.60
<b>V Dudley reimbursement for additional keys</b> <b><u>£20.00</u></b>	£20.00
<b>Ridgeons sharp sand</b> <b><u>£216.72</u></b> + vat £43.34	£260.06

To note payment to **H&I Comm Minibus** Older Persons Co-Ordinator claim Oct – Jan **£730.44** reported Jan 15: ‘*Histon & Impington Parish Council in accordance with its powers under **sections 137 and 139 of the Local Government Act 1972**, should incur the 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*’

Accounts paid in (13.1.15 to 11.2.15) Agenda No: 122.3

Bank Interest (C B/Soc)	£2,014.93
Burial Fees	£205.00
Ground Fees	£41.67
Sports Court Fees	£468.77
Pavilion Rent	£443.76
HMRC vat refund	£8,040.13