

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	12 January 2015
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**

14/106.2 – Clerk's report:**Expenditure other than regular commitments and maintenance issues (including Clerks' Delegation):**

- Tree works – Rec Ground **£435.00**; Coppice/Burroughfield **£365.00**
- Football table – Youth payment
- Additional 4m light curtain (not quoted for) and call out/replacement for timer **£236.00**
- Inspection of new fencing and snagging log at Rec **£295**
- Trevor Smith training – Play Inspection at Papworth **£35**
- Software for Publisher (Newsletter)
- Additional costs to replace emergency lights (pavilion) **£104**

Administration/ General:

- Local Award – application will be made for Foundation Award under new Local Council Award scheme. It is understood the existing Quality Council status can be used to automatically extend status at Foundation level for 12 months when re-accreditation or up-grade can be applied for. **The Parish Council currently fails on the criteria for the Quality or Gold award on the need for at least 2/3 of the current seats on Council to have been filled by Councillors standing for election**
- CAPALC Bulletins published and provided to those signed up. Visit home page www.capalc.org.uk to receive copy direct. Training courses available: Councillor training or Chairmanship training – contact clerk for details
- NALC – nominations for Royal Garden Party (12 May 2015) request – nominations of Councillors required by 27 January; Honour Nominations (New Year 2016) **invited by 9 March 2015**
- Cambs County Council encourage efforts to mark 70th anniversary of end of World War II next summer and offer support
- SCDC invite nominations for Community Awards – Village Hero; Parish Councillor of the Year; Community Pride: Youth Group or initiative; Community Pride: Businesses Developing Talent; Community Pride: Local Services and Amenities – **by 23 January**
- Attended Safety & Security Exhibition with PCSO Martin 4 December
- Big Tidy Up carried out 6 December
- Santa's Grotto event organised by eviro.volunteers 6 December was great success
- Police Mobile Surgery held 9 December – PCSO Martin advises this is the last surgery for the time being due to funding issues. eCops messages set out campaigns locally to reduce domestic burglary in the district.

Meetings / Training:

- Meeting with Enterprise Car Hire and Cllr Jenkins 19 November to discuss issues raised by residents
- Cllr Payne attended CAPALC AGM 20 November
- Meeting with Whyatts Amusements and Histon Feast 21 November to clarify dates for fair visits in future years
- Meeting with Rob Mungovan, Pat Matthews, Cllr Dunn and Cty Cllr Mason re proposed work at Brook
- Internal induction for Cllr Hertoghe 9 December
- Attended meeting at Balfour Beatty with Cty Cllrs Jenkins and Mason 15 December.
Agreement made for lighting on Green and necessary wayleave agreement
- Meeting with Architects, Cllr Davies and Rec Ground Manager re up-coming opportunities for projects 8 January
- PCSO Tony Martin regularly visits office for community contact reasons
- Trevor Smith attending play area inspection training 14 March at Papworth Everard
- SCDC offer parish planning training sessions between Jan and March – each Parish Council is invited to attend 2 sessions at IVC and Cottenham VC 1) planning policy and applications 2) monitoring, enforcement, heritage and trees. – **respond with attendees by 21 January.**

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
- LMM and AJY 1 day leave Monday 9 February
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young
January 2015

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	January 2015
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

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

- o As reported to FLA Committee 15 December 2015:

M8 Administration – wages, NI and Pension	<u>£9,756.96</u>	£9,756.96
M8 Rec Groundsman expenses	<u>£25.53</u>	£25.53
Barclaycard (DDR) Youth Club resources	<u>£63.78</u>	£63.78
London Fuel (DDR) unleaded fuel	<u>£10.48</u> + vat £2.10	£12.58
PWLB (DDR) Freehold loan pmt 19 of 50	<u>£2,719.69</u>	£2,719.69
Roger Hovells office cleaning	<u>£30.00</u>	£30.00
T J Training Ltd Youth – Babysitting first aid course	<u>£200.00</u> + vat £40.00	£240.00
Copy IT Solutions Ltd copier reading	<u>£41.11</u> + vat £8.22	£49.33
E-oN feeder pillar (final bill, now with BGas)	<u>£3.77</u> + vat £0.19	£3.96
Buchans Landscapes leaf clearance, removal basal growth	<u>£422.94</u> + vat £84.59	£507.33
Flora-tec Christmas tree for Kings Meadow	<u>£195.00</u> + vat £39.00	£234.00
Colin Dunn hire of scarifier and operator	<u>£140.00</u>	£140.00
SCDC refuse sacks	<u>£35.00</u>	£35.00
Broadgate Fencing fencing at rec (5% retention applied)	<u>£26,489.80</u> + vat £5,297.96	£31,787.76

- o Accounts paid by delegated approval – to note only Agenda No: 108.2

M9 Administration – wages, NI and Pension	<u>£10,530.66</u>	£10,530.66
M9 Rec Groundsman expenses	<u>£25.53</u>	£25.53
L M Dewar Cleaning Services pavilion (Nov)	<u>£311.79</u>	£311.79
P A Collacott supply and fit 11 x emergency lights following annual inspection	<u>£588.48</u> + vat £117.70	£706.18
Berrycroft Stores fertilisers	<u>£212.00</u> + vat £42.40	£254.40
Barclaycard (DDR) stamps	<u>£38.16</u>	£38.16
BT (DDR) phone and broadband	<u>£232.07</u> + vat £46.41	£278.48
Berrycroft Stores fertilisers	<u>£431.25</u> + vat £86.25	£517.50
London Fuel (DDR) unleaded fuel	<u>£10.80</u> + vat £2.16	£12.96
Siemens Fin Serv (DDR) copier rental	<u>£176.85</u> + vat £35.37	£212.22
British Gas (DDR) gas account	<u>£862.03</u> + vat £172.79	£1,034.82

Accounts for approval agenda 108.2

Open Spaces Society annual subs	<u>£45.00</u>	£45.00
Buchans Landscapes shrubs and leaf clear	<u>£346.05</u> + vat £69.21	£415.26
Illife Print newsletter	<u>£414.00</u>	£414.00
Cambridge Dutchbikes Ltd service Council cycle	<u>£29.58</u> + vat £5.92	£35.50
Roger Hovells office and bus shelter cleaning	<u>£82.50</u>	£82.50

Cambs ACRE annual subs £54.00	£54.00
CSA washroom supplies £84.33 + vat £16.87	£101.20
CAPALC councillor training £140.00	£140.00
Copy IT Solutions copier reading £19.19 + vat £3.84	£23.03
ESPO office supplies £45.68 + vat £9.14	£54.82
Jaggard Projects Ltd supply, erect and dismantle Christmas lights £3,887.00 + vat £777.40	£4,664.40
Wicksteed Leisure Ltd replacement skier (o/door gym) £1,160.00 + vat £232.00	£1,392.00
L M Dewar Cleaning Services pavilion (Dec) £283.67	£283.67
Acacia Tree Surgery tree works Coppice and Burroughfield £365.00 + VAT £73.00	£438.00
Acacia Tree Surgery tree works Recreation Ground £435.00 + vat £87.00	£522.00
Travis Perkins paint and rollers, line marking paint £141.67 + vat £28.33	£170.00
Petty Cash £58.49	£58.49
H&I Comm Minibus Older Persons Co-Ordinator claim Oct – Jan £730.44	£730.44
Sec106 finals costs for H/Park public art £177.25	£177.25

Accounts paid in (11.11.14 to 12.1.15)

SCDC – Village Sports Facility Grant 12/13	£2,500.00
Allotment Rents	£10.00
Burial Fees	£705.00
Club Receipts	£2,410.00
Ground Fees	395.83
Sports Court Fees	£1,401.74
Pavilion Rent	£1,231.65
Wayleave payment (IPC)	5.75

14/108.6 – Half Yearly Review of Donations

No applications received except for Over Day Centre. This does not meet our criteria. The expected end of year outcome of all donation / Sec 137 payments is as follows:

Community Support:

Village Warden	Budget £1,000	Paid £1,000
Older Person Co-Ord (Jan – March expected £740)	Budget £3,500	Paid £2,168
Day Centre	Budget £500	<u>Paid £350</u>
Total expected		£4,260
Other donations:	Budget £1,000	
CCC Summer reading		Paid £200
Kings Meadows Garden		Paid £250
Care Network (Community Car Scheme)		Paid £150
British Legion		<u>Paid £100</u>
Total		£700

= £4,960. A sum of £5,000 expected spend has been used as part of precept/budget preparation

RECOMMENDATION: No further donations be considered for 2014-15