

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council AGM	15th May 2018
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**

18/016.3 – Clerk's report:

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

- Crossover Group – emergency work - additional CCTV camera installed following fire in public toilets **£185.00 + vat** plus replacement floodlight **£145.00 + vat**
- P A Collacott & Co – call out to check Piaggio battery **£45.00 + vat**

Administration/ General:

- 3 new District Councillors have been elected – Pippa Heylings, Steve Hunt and Martin Cahn. Outgoing Councillors Neil Davies and Edd Stonham remain on the Parish Council, with the other outgoing Councillor Chris Cross now moved out of the area
- **Attendance figures for meetings will be published** on www.hisimp.net starting from council year 2018 – 19
- **Councillors have been advised** of the **good practice of opening a new email address** just for Council business, thank you to all those who have done so and let us know in order that we can tie up your @hisimp.net address with the separate file
- **All Councillors have been emailed the Role Guidance paper** prepared by the Clerk
- Broadband upgrade to Fibre due 15 May, at cost saving
- Office cleaning to be taken in-house, at cost saving
- Piaggio vehicle currently out of service
- **Deadline** for newsletter articles **Monday 11 June** – available for collection for delivery 20 June
- CAPALC: event previously known as Annual Catch Up day for Clerks and Councillors 29 July at Hemingford Abbots "Share the Vision; Shape the Future". Would be an ideal opportunity for a newer **Councillor to accompany the Clerk** to this useful session
- **Please be reminded that if you have a matter concerning Planning or Highways, please send to Chelsea** at deputy.clerk@hisimp.net. Copy clerk@ in if you wish

Meetings / Training:

- Clerks and Chair meet Tuesday p.m. on regular basis
- Mobile Warden Scheme meeting held 22 March
- Cllr Payne attended reconvened CAPALC AGM 22 March
- Met with Pat Matthews SCDC on The Green to look at works planned 5 April
- Clerk met with Neighbourhood Plan representative 10 April to review ownership of open spaces in the parishes

- Various A14 resident group meetings have been hosted at the parish office. Resultant correspondence from residents, copying in the Parish Council, held on file – Resident group have been requested to review in case not received by them and logged. A14 Highways England event held in Impington 10 May and attended by several Councillors
- Clerk and Deputy clerk, together with Cllr Stonham, attended Speedwatch equipment demonstration 20 April
- Clerk led Induction training for new Councillors 1 May. Thanks to Cllrs Butcher, Payne and Farrell for attending. Further delivery to remaining Councillor due 18 May
- Cllr Jenkins facilitated meeting between Histon FC and Recreation staff and Chair 8 May
- Information meeting arranged for Clerk, Chair and Vice Chair with County Council 15 May
- HISIMP News Editorial Team members meeting with local residents 17 May to discuss possible future publications options. In the meantime quotation received for printing HISIMP News in its current format on less expensive paper (as used for some of March edition run)
- Village Mental Health Well Being Forum due 23 May – **meet the new Worker**
- Groundsman and Deputy Clerk attending Supervision Training course 24 May
- **Public Exhibition planned for Schooling in Histon & Impington 6 June 3pm – 7pm.** No other details yet received
- Older Peoples Forum due 7 June – Cllrs Cleaver, Payne and Teague attending
- SLCC Leadership in Action Conference at Stratford upon Avon 6 – 7 June; Regional Training Seminar Norwich Wed 11 July – poor timing for staff availability but no subjects of special interest on agenda
- **CAPALC Councillor training** courses: 12 September; 19 September **and** 26 September 7 pm (all 3) £105 or one day session Sat 9 June 9.30 am to 4pm at Somersham – cost to be advised
- **CAPALC Chairmanship training** dates: 30 June or 14 July £75 9.30am to 4pm
- **CCVS:** Writing a Good Funding Application training – 12 June 9.30 – 1pm Arbury Court – free training; also free training workshops available for Volunteer Managers – during Volunteers Week 1 – 7 June. Contact office for details

Staff matters and holiday/TOIL dates:

- Office hours. The office is open Monday – Thursday 9.30am – 12.30pm and Tuesdays 2pm – 4pm. Other times are by appointment
- Training: Steve Campin/Chelsea O'Brien Supervision Training (LCPAS) 24 May

Annual Leave:

TS – 1 June

COB – w/c 28 May

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 AGM	15 May 2018
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	Cost Centre
Paid before 1.4.18					
Copy IT Ltd - Sharp	Copier reading	47.22	9.44	56.66	Administration
Unity Bank	Bank service charge	41.40	-	41.40	Finance & Legal
Barclaycard	Play bark, Pitchcare, 'Clean It Up' signs	632.81	126.56	759.37	Recreation, Environment
British Gas	Gas account	850.95	170.19	1,021.14	Recreation
Paid after 1.4.18					
London Fuel Ltd	Unleaded fuel (March)	25.67	5.13	30.80	Recreation
Copy IT Ltd - Sharp	Copier reading	35.10	7.02	42.12	Administration
British Gas	Electricity - feeder pillar	73.34	3.66	77.00	Environment
Barclaycard	Tractor battery, 'Clean It Up' signs, AVG anti-virus renewals, Fasthost renewals	318.25	63.64	381.89	Environment, Recreation, Administration
London Fuel Ltd	Unleaded fuel (April)	18.62	3.73	22.35	Recreation
British Gas	Electricity account	1,616.48	323.29	1,939.77	Recreation
PWLB	Office loan - pmt 25 of 50	1,388.42	-	1,388.42	Finance & Legal
PWLB	12 New Road loan - pmt 16 of 20	1,208.94	-	1,208.94	Finance & Legal
Cambridge Water	Business rates - Burial Ground	22.99	-	22.99	Environment
Cambridge Water	Business rates - Homefield Park	18.42	-	18.42	Environment
Cambridge Water	Business rates - Recreation Ground	480.18	-	480.18	Recreation
Total		6,778.79	712.66	7,491.45	

Retrospective Accounts for Approval					
Expenses paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
M1 Administration	Wages, NI, and pension	14,070.98	-	14,070.98	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
	Travel Expenses	17.10	-	17.10	Administration
Connections Bus Project	Youth Work contract April to July 18	7,406.00	-	7,406.00	Youth
Total		21,519.61	0.00	21,519.61	

Expenses paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Paid before 1.4.18					
Illiffe Print	Newsletter	453.45	-	453.45	Administration
CAPALC	GDPR Workshop	35.00	-	35.00	Administration
Cllr H Perry	Expenses - Sustainability website	14.07	-	14.07	Environment
Site & Maintenance	Fabricate ladder support for post on The Green Play Area	175.00	35.00	210.00	Environment
Buchans Landscapes	Shrubs & War Memorial Roses -annual maintenance	574.86	114.97	689.83	Environment
Travis Perkins	'Sadolin', weed control, cable ties	122.81	24.57	147.38	Recreation
Ridgeons Ltd	Sharp sand	208.44	41.69	250.13	Recreation
Power P & F Ltd	Service and parts - Powerroll 12 roller	364.18	72.84	437.02	Recreation
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
Tates Treeworks	Remove power cable from tree at The Green	60.00	-	60.00	Environment
S C D C	Refuse sacks	72.90	14.58	87.48	Environment
Travis Perkins	Creocote, Sadolin, yard brooms	123.18	24.64	147.82	Recreation
Site & Maintenance	Refurbish notice board and relocate at Rec	230.00	46.00	276.00	Environment
Buchans Landscapes	Grasscutting	1,284.65	256.93	1,541.58	Environment
P J Nudds	EnviroVolunuteers expenses , travel expenses to training seminars and tree suppliers	182.24	-	182.24	Environment, Administration
Cambs County Council	HPC street lighting energy charge Oct 16 - Sept 17	1,407.00	-	1,407.00	Highways
Cambs County Council	IPC street lighting energy charge Oct 16 - Sept 17	583.02	-	583.02	Highways
I M Parish	Internal Audit fee 2017-18	600.00	-	600.00	Finance & Legal
Paid After 1.4.18					
Paul West	Paint fence and bridge on The Green (cost for materials to be reclaimed from CCC)	1,012.95	-	1,012.95	Environment
Total		7,533.75	631.22	8,164.97	

ACCOUNTS FOR APPROVAL					
Expenses paid by BACS		Net	Vat	Gross	Cost Centre
Local Council Review	Magazine subs	17.00	-	17.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
P A Collacott & Co	Call out to check Piaggio battery; annual PAT & emergency lighting tests	632.86	126.57	759.43	Environment, Recreation
CCVS	Annual membership	60.00	-	60.00	Administration
Roger Hovells	Office and bus shelter cleaning	100.00	-	100.00	Administration & Environment
Simon Goddard	Sustainability Grp - community allotment - weed control and pegs	108.55	21.70	130.25	Environment
Screen & Graphics	Artwork for Information Board for Pump (paid from remaining grant funds)	147.65	29.53	177.18	Recreation

Site & Maintenance Services	Stain seat and clean bus shelter on Cottenham Road, repair post on The Green	255.00	51.00	306.00	Environment
L M Dewar Cleaning Services	Pavilion cleaning, light bulbs	339.87	2.93	342.80	Recreation
Crossover Group Ltd	Replacement floodlight, additional CCTV camera	330.00	66.00	396.00	Recreation
CAPALC	Annual Affiliation fee	869.07	-	869.07	Administration
Travis Perkins	Materials for groundworks at Community Orchard entrance (£680.68 rec'd from Comm. Orchard)	1,192.93	238.59	1,431.52	Environment
Buchans Landscapes	Grasscutting - April	2,012.50	402.50	2,415.00	Environment
Acacia Tree Surgery	Treeworks - Burial Grd, Doctors Close, Clay Close Lane, Recreation Ground	4,335.00	867.00	5,202.00	Environment, Recreation
M2 Administration	Wages, NI, and pension	14,852.32	-	14,852.32	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
Age UK Cambs & Peterborough	Mobile Warden Scheme Proposed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following 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	1,000.00	-	1,000.00	Community Support
H&I Comm VPOC	Older Persons Co-Ordinator - six month funding Proposed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following 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	2,250.00	-	2,250.00	Community Support
Total		28,553.88	1,810.94	30,364.82	

Expenses by Cheque					
Petty Cash	Meeting refreshments, replacement keys cut	39.64	-	39.64	Administration, Recreation
Cambs County Council	Donation 'Summer Reading Challenge' Proposed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 , should incur the following 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	200.00	-	200.00	Community Support
Total		239.64	-	239.64	

To Note:					
Accounts Paid In 14.3.18 to 31.3.18					
Net Income					Cost Centre
Burial Grd Fees		175.00			Environment
Ground Takings		210.41			Recreation
Sports Courts Fees		4,171.46			Recreation
Pavilion Rent		773.76			Recreation
Asset Income		110.96			Recreation
Total		5,441.59			

To Note:					
Accounts Paid In 1.4.18 to 14.5.18					
Net Income					Cost Centre
South Cambs District Council	1st half precept payments	174,050.72			Administration
Bank Interest	Scottish Widows	0.10			Finance & Legal
Burial Grd Fees		795.00			Environment
Ground Takings		100.00			Recreation
Sports Courts Fees		549.58			Recreation
Pavilion Rent		1,433.33			Recreation
Contributions	Friends H&I - Pump information board	33.84			Recreation
Contributions	Community Orchard (groundworks at entrance)	680.68			Environment
Asset Income		113.93			Recreation
Total		177,757.18			

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