

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	10th September 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**

18/060.2 – Clerk's report:

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

- Site & Maintenance – repairs to rain drain in car park work £100.00+vat
- Replacement microwave for pavilion £56.00+vat
- Additional payment agreed RFL £37 increase to total £537
- Plant maintenance extra payment for invoice next invoice £35

Administration/ General:

- **When items delegated to clerk working with Councillor/s any other work carried out on this item must include reference to delegated Councillor/s**
- Audit inspection period ended 13 July. Certificate awaited from Auditors
- Older Person's Co-Ordinator now has set hours: Mon 9.30am – 4.30pm; Tues 9.30am – 4.30pm; Wed 1.30pm – 4.30pm
- Making Marks (Public Art) signed contract now received
- Office staff have commenced report on Standards – October agenda. Website links for reporting systems etc. also planned
- A data shredding service will be ordered for September/October visit
- County Council invite Councillor to help with presentation of reading awards 3.45pm 25 September. **Volunteer sought**
- Bonfire Burn advise of road closure 4 November
- Camtrust and village Fireworks/HICOP put in touch re possible collaborative work
- HICOM and Friends of Rec have updated Council on roles and upcoming initiatives

Meetings / Training:

- All Councillors are reminded that **clerk must be aware of any meetings attended in role as Parish Councillor**. For those with dual hatted positions it must be clear to all **under what capacity attendance is made**
- Cllr Farrell attended meeting at Station Road Petrol Station with Cty Cllr Jenkins 18 July
- Cllrs Jocelyn and Jenkins attended meeting re Library service 18 JULY
- Clerk and several Councillors attended Council Surgery 26 July 2018
- Cllr Gordon attended Public Nuisance and Bylaws training 8 August
- Cllr Moore attended Rights of Way and Byways training 16 August
- Cllr Farrell met with Mr Barrett re drainage issues in Histon & Impington 15 August

- Cllrs Teague and Moore attended presentation on Timebanking 15 August. **Report due at September Full Council. Offer to attend Full Council October 2018 or informal meeting**
- Clerk met Mental Wellbeing worker Sefanit Inquai 16 August – arrangement to meet again in due course. **Council are asked to provide any input/ideas into her work in the community.** Sefanit intends to attend October Full Council to introduce herself
- Staff attended Dementia Awareness session 21 August. To become a Dementia Friendly site at the recreation ground, the Councillors will require training
- Clerk attended meeting with Dist Cllrs 23 August to update on the Community Park Project work
- Staff Review & Development meetings scheduled between 30 August and 28 September
- Council have received Code of Conduct training from CAPALC plus update on GDPR 3 September. Handouts to follow. All those unable to attend will be offered a second date in due course. **Suggested date 12 November**
- Cllr Jocelyn attending LCPAS Understanding Planning Unit 1 5 September; Cllrs Jocelyn, Farrell and Sellen Unit 2 28 September
- Cllr Payne attended Cambs ACRE meeting 12 September
- Cllr Davies attending Innovate & Cultivate Funding Advice session 24 September
- Training dates:
 - Councillor Training 12,19, 26 September - **cancelled**
 - Finance for Clerks & RFOs 3 October – Deputy Clerk and RFO
 - Cllr Training Sat 10 November at Barton 9.30 – 3.45pm (all 3 units) – Cllrs Moore and Davey. **Please advise Clerk if interested in this one day course.**
- Clerk and Deputy Clerk attended SLCC training on Conflict/Difficult People 14 September
- Cambs ACRE AGM due 25 September
- Meeting of persons interested in Village Hub idea (newsletter) due 2 October. Online survey underway
- Mental Health Forum due 2 October
- Older Person's Forum due Jan/Feb 2019
- Cllr Payne attending CAPALC AGM Cottenham 11 October. No motions suggested for agenda
- Cambs Local Council Conference 23 November 2018 Huntingdon. **Attendees to be confirmed**
- Clerks and Chair/Vice Chair meet Tuesday p.m. on regular basis

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

Annual Leave/TOIL:

COB: 19 Sep; w/c 24 Sept

TS: w/c 24 Sept

AH: 5 – 9 Oct inclusive

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	10 September 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
Copy IT - Sharp Business	Copier reading (inc. annual reports, A14 flyers, Kings Meadow Newsletters)	199.84	39.97	239.81	Administration
British Gas	The Green - electricity account	62.19	3.10	65.29	Environment
Barclaycard	Office supplies, 34SP Hosting Renewal	73.98	12.86	86.84	Administration
Onecom Ltd	Telephone and broadband	84.02	16.80	100.82	Administration
London Fuel Ltd	Unleaded fuel	25.53	5.12	30.65	Recreation
Certas t/as Team Flitwick	Gasoil	393.70	19.69	413.39	Recreation
British Gas	Electricity account	894.73	178.94	1,073.67	Recreation
Siemens Financial Services	Copier rental	194.34	38.86	233.20	Administration
Onecom Ltd	Telephone and broadband	72.02	14.40	86.42	Administration
Copy IT - Sharp Business	Copier reading	59.49	11.90	71.39	Administration
London Fuel Ltd	Unleaded fuel	22.75	4.55	27.30	Recreation
PHS Group	Duty of Care Controlled Waste Transfer Note	75.25	15.05	90.30	Recreation
PWLB	Pavilion Loan payment 26 of 50 Completion Loan payment 24 of 48	11,651.34	-	11,651.34	Finance & Legal
		13,809.18	361.24	14,170.42	

Retrospective Accounts Paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Travis Perkins	Screws	15.18	3.04	18.22	Recreation
ESPO	PPE equipment	24.31	4.86	29.17	Administration
Cambridge City Council	Kings Meadow meeting - room hire	29.78	-	29.78	Kings Meadow
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
C B S Office Solutions	Stationery	25.60	5.12	30.72	Administration
LCPAS	Public Nuisance & Bylaws - Cllr training	40.00	-	40.00	Administration
Milton Flower Shop	Weed Whackers' Feast flower display	47.83	-	47.83	Environment
Site & Maintenance	Repairs to bench on The Green	180.00	36.00	216.00	Environment
Ridgeons Ltd	Marking spray paint, emulsion	75.25	15.05	90.30	Recreation
C S A Cleaning Equipment	Wash room supplies	87.25	17.45	104.70	Recreation
Berrycroft Stores	Hose spare parts, sprays	114.49	22.90	137.39	Recreation
Michael Scott Associates	Community Park Project - professional services	350.00	70.00	420.00	Finance & Legal
L M Dewar Cleaning Services	Pavilion - July	449.00	-	449.00	Recreation
Water Delivery Company	Drinking fountain with bottle filling	945.00	189.00	1,134.00	Recreation

	station				
Connections Bus Project	Youth work - August to December	7,406.00	-	7,406.00	Youth
M5 Administration	Wages, NI, and pension	14,461.65		14,461.65	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
Total		24,306.87	363.42	24,670.29	

Retrospective Accounts Paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Came & Company	Annual insurance premium	6,363.87	0.00	6,363.87	Finance & Legal
Brookfield Groundcare	Window opening to Cottenham Road bus shelter	240.00	48.00	288.00	Environment
Petty Cash	Staff PPE, meeting & BTU refreshments	65.80		65.80	Administration, Environment
Berrycroft Stores Ltd	Sprinkler heads	24.10	4.82	28.92	Recreation
SLCC	Training 'Managing Conflict'	20.00		20.00	Administration
Total		6,713.77	52.82	6,766.59	

N.B. Cllrs Butcher & Jenkins authorised August payments

Accounts for Approval:

Accounts for Approval					
Expenses paid by BACS		Net	Vat	Gross	Cost Centre
Cllr N Davies	Travel expenses to Cambourne x 2	18.00	-	18.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
Hunt Garden Creations	Quarterly maintenance - High St planters	30.00	-	30.00	Environment
LCPAS	Training - ROW & Bylaws, Understanding Planning	80.00	-	80.00	Administration
Roger Hovells	Office and bus shelter cleaning	100.00	-	100.00	Administration & Environment
Site & Maintenance	Repairs to rain drain in High St car park	100.00	20.00	120.00	Highways
CAPALC	Code of Conduct training	150.00	-	150.00	Administration
ESPO	Replacement microwave, litter picking equipment, stationery	344.52	68.90	413.42	Recreation, Environment, Administration
Modicum Planning	N/Plan - review draft, prep& issue revised plan, liaison with SCDC, mileage expenses	1,628.80	-	1,628.80	Planning
Buchans Landscapes	Grasscutting - July	1,999.51	399.90	2,399.41	Environment
Making Marks Ltd	Theories of Home' public art project - 1st instalment	2,500.00	-	2,500.00	Public Art
M6 Administration	Wages, NI, and pension	14,461.65	-	14,461.65	Administration
	Staff phone ex-gratia pmts as per minute no. 16/047.1	60.00	-	60.00	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
Total		21,523.61	493.92	22,017.53	

To Note:				
Accounts Paid In 11.7.18 to 11.9.18				
Net Income				Cost Centre
Allotment rents		28.00		Environment
Burial Grd Fees		1,840.00		Environment
Ground Takings		1,141.24		Recreation
Sports Courts Fees		1,020.02		Recreation
Pavilion Rent		1,716.05		Recreation
Bank Interest		6,801.05		Finance & Legal
Asset Income		227.86		Recreation
Grants	CCC - Grass cutting	2,206.56		Environment
Reimbursements	Cambourne PC - training, CCC - paint for bridge on The Green, Bowls Club-insurance	344.80		Administration, Environment
Total		15,325.58		

○

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

18/064.2 – Mileage claims for volunteers

The current policy does not allow for mileage claims for travel within the parish boundaries. It is suggested that this policy should be altered to **allow payment for such mileage to volunteers who run schemes for the Council**, currently namely The Big Tidy Up; The Road Adoption scheme; Newsletter delivery; enviro vols. Such payment to be subject to Clerk's discretion. There is no recommendation to seek to alter conditions for staff or Councillors for travel within the boundaries.

18/064.3 – To agree purchase of a second Piaggio (petrol) vehicle with Parish Council signwriting and suitable storage arrangement

The electric Piaggio has been out of service since late March 2018 and is still with Scamblers for diagnosis and action. The vehicle is worthless without such works and a budget of up to £2,000 has been identified internally to cover these works. A new battery will be required within the next 2 years, if not now.

Employment Committee min 26 July:

*“Members broadly supported replacement of vehicle if becomes necessary, also to look at an **additional vehicle (petrol) to cover increased usage**. Noted Grounds Operative now trained for use of such vehicle”*

Environment Committee min 28 August:

*“groundstaff continue to struggle without use of Piaggio. FLA indicated willingness to support **purchase of replacement/second Piaggio (petrol)** from S106 funding following well documented success of usage over last 12 months. All present fully support the proposal to purchase a second piaggio (petrol) for reasons of **health & safety at work and enablement for jobs throughout the village now suffering since ongoing problems with electric version**. Full Council item September agenda”*

The staff are **unanimous in recommending** that a second vehicle be purchased (petrol, same model) **immediately** to enable the groundstaff to work safely and more efficiently and in line with the Council's expectations.

The cost will be £6,588.73 to include tax and registration, delivery and logo graphics. Groundstaff are looking into options for storage.

The cost of a new vehicle could be allocated to Sec 106 funding