

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	9 October 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**

18/0.2 – Clerk's report:

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

- New Charles Arnold Baker book to be purchased at best price available
- R W Collett – replacement 'heavy duty' padlocks and keys for gates on Fieldstead Road following vandalism; reported to police (emergency) **£385.99**
- Eibe Pay Ltd – replacement 'nest' swing seat following vandalism (separate incident from above), reported to police, insurance claim submitted **£1,176.05 + vat**

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**
- CAPALC Bulletin September sent to all
- Charity Commission returns made for 2018 for John Burgoyne Charity and Children's Playgrounds
- Professional Risk Assessment officer carried out pro bono visit to office to advise on processes
- Office have sent out letters and emails as part of the Neighbourhood Plan consultation Regs
- Cllr Cleaver attended Library Presentations 25 September
- Speedwatch Action week w/c 1 October. New equipment now in use
- Cllrs Moore and Teague have offered to help at IT Drop in Sessions planned in October (Older Persons Co-Ordinator)
- Audit certificate received, to be reported at FLA
- Office staff have progressed report on Standards – November agenda. Website links for reporting systems etc. also planned
- Workshop on Aims and Ambition dates. Facilitator has been identified – dates to follow and interested Councillors advised
- Chair to lay wreath at War Memorial 11 November

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**
- Clerk and Deputy Clerk attended training in Conflict and Dealing with Difficult People 14 September

- Clerk attended meeting with Dist Cllrs and Cllrs Davies and Ing re Community Park Project update 20 September
- Cllr Davies attended session on Support for Funding for Groups 21 September
- Cllrs Davies and Payne attended Innovate & Cultivate session 24 September
- Cllrs Farrell, Jocelyn and Sellen attended LCPAS Understanding Planning sessions September
- Clerks attended Newsletter Hub meeting with Cllrs Payne and Stonham 2 October. Further meeting due 13 November
- Cllr Davies attended CCVS How to Write Funding Applications session 2 October
- Clerk attended meeting at Carter Jonas in Cambridge with Cllrs Davies and Ing 2 October
- Cllr Jocelyn attended Mental Health Forum meeting 2 October
- Clerk met with Clarion Housing re Kings Meadow groundcare 3 October
- Cllr Nudds and Grounds Operative attended session on Tree Maintenance at Barchams 3 October
- Deputy Clerk and RFO attended Finance for Clerks & RFOs 3 October
- Clerk met bereaved family with Cllrs Butcher, Romer and Farrell to discuss green cemetery policy 9 October
- Cllr Payne attending CAPALC AGM 11 October
- Cllr Farrell attending CCVS Setting Up and Running a Community Group session 18 October
- Cllrs Ing, Sellen and clerk attending CAPALC Pop Up Café 18 October
- Cllr Jocelyn attending Connections Bus Project AGM 22 October
- Cllrs Butcher, Farrell, Payne and Clerk meeting with North Patch Officer Liz Davy 23 October
- Cllr Moore meeting with PCSO Bujar Mani 5 November
- Second session of Code of Conduct training for those who could not attend booked for 12 November
- Cllr Training Sat 10 November at Barton 9.30 – 3.45pm (all 3 units) – Cllrs Moore and Davey attending
- Cllr Farrell attending CCVS Digital Marketing session 13 November
- Cllrs Payne, Farrell, Butcher, Ing, Davies, Clerk and Deputy Clerk attending Cambs Local Council Conference 23 November 2018 Huntingdon
- Details of NALC Spring Conference in London received 11 February 2019
- 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
- All Review & Development meetings held Sept/October 2018

Annual Leave/TOIL:

AY: 26 October – 29 October inclusive

TS: 29 October

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 October 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
Sharp - Copy IT	Copier reading	84.19	16.84	101.03	Administration
Onecom	Broadband and telephone	72.29	14.46	86.75	Administration
Unity Bank	Quarterly bank charges	43.65	0.00	43.65	Finance & Legal
Barclaycard	Stationery, Planters for High Street	228.53	45.71	274.24	Administration
London Fuel Ltd	Unleaded fuel	39.24	7.85	47.09	Recreation & Environment
British Telecom	Quarterly broadband charge; now with Onecom – refund requested	75.80	15.16	90.96	Administration
		543.70	100.02	643.72	

Retrospective Accounts Paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Mobile Retail Ltd	Deposit for new Piaggio	3,000.00	600.00	3,600.00	Environment
Total		3,000.00	600.00	3,600.00	

Accounts for Approval					
Expenses paid by BACS					
		Net	Vat	Gross	Cost Centre
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
Tates Treeworks	Emergency work at recreation ground	90.00	-	90.00	Recreation
CAPALC	Training- Finance - Cllrs Moore & Stonham	115.00	-	115.00	Administration
LCPAS	Training - Understanding Planning - Cllrs Farrell, Sellen & Jocelyn	120.00	-	120.00	Administration
CAPALC	Training Finance for Clerks - Deputy Clerk & RFO	150.00	-	150.00	Administration
ESPO	Storage cabinet for PPE equipment	130.00	26.00	156.00	Administration
Modicum Planning	N/Plan - Completion of support for phase 1	200.00	-	200.00	Planning
Lander & Linsey Roofing Ltd	Repairs to roof on Crossing Keepers Hut	260.00	52.00	312.00	Environment
L M Dewar Cleaning Services	Pavilion - September	336.48	-	336.48	Recreation
R W Collett (Locksmith)	Replacement heavy duty padlocks x 5 and keys x 17	385.99	-	385.99	Recreation

Iliffe Print	Newsletter	424.92	-	424.92	Administration
S D Groundscare	Grass seed, purity soil conditioner	588.00	20.40	608.40	Recreation
Fleet (Linemarkers) Ltd	Pitchmarker and battery conversion kit	546.84	109.37	656.21	Recreation
PKF Littlejohn LLP	Annual audit fee	1,000.00	200.00	1,200.00	Legal & Finance
Eibe Play Ltd	Replacement 'Nest' swing seat (insurance claim made)	1,176.05	235.21	1,411.26	Recreation
Buchans Landscapes	Grasscutting - September	1,873.30	374.66	2,247.96	Environment
M7 Administration	Wages, NI, and pension	14,461.65		14,461.65	Administration
	Travel expenses (training)	28.80	-	28.80	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
HICOM	Mental Wellbeing Project funding for 2018-19 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	3,500.00	-	3,500.00	Administration
Expenses By Cheque					
G Sneath	Scarification of recreation ground	300.00	-	300.00	Recreation
S Lee	Refreshments High Street Traders meeting	22.50	-	22.50	Environment
Petty Cash	Meeting refreshments inc. Big Tidy up; travel expenses to Carter Jonas meeting	38.98	-	38.98	Administration, Environment
Total		25,804.04	1,017.64	26,821.68	

To Note:					
Accounts Paid In 12.9.18 to 9.10.18					
Net Income					Cost Centre
Allotment rents		154.00			Environment
Burial Grd Fees		2,155.00			Environment
Ground Takings		325.00			Recreation
Sports Courts Fees		537.93			Recreation
Pavilion Rent		267.70			Recreation
Asset Income		113.93			Recreation
Precept	SCDC - 2nd payments	174,050.71			Legal & Finance
Reimbursements	Friends H&IR - repair to container	100.00			Recreation
Total		177,704.27			

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

18/076.2 – SCDC Communal Room Review Project

Email received from SCDC 8 October. I have advised I will get back to her after the Full Council meeting has considered:

We carried out the consultation with sheltered residents in Histon & Impington in August.

One of the main themes to come out of the open morning at St Audreys Close was the idea of turning the room into a Community Hub. Jean Newman was very enthusiastic about the idea of opening the room up to non-residents for a variety of community uses i.e. bereavement courses, Alzheimer's coffee mornings, carer events, with lots of information held within the room signposting village residents how to access services and charities. Other ideas were for local groups such as the scouting and girl guide organisations as well as groups for parents and children to attend.

In the first instance I want to ask if the Parish Council would have any interest in the room as a community hub and if this is an idea you would like to discuss and brain storm with the Council?

I would be grateful if you could let me know what your initial thoughts are and whether the Parish Council would be interested in looking at this idea in more detail with the us.

Any questions please ask.

Kind regards
Kate

Mrs Kate Swan | Leasehold Service Team Leader



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