

HISTON & IMPINGTON PARISH COUNCIL

CLERK'S REPORT

REPORT TO:	Full Council	15 January 2019
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**

18/104.2 – Clerk's report:

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

- Emergency works:
 - Site & Maintenance – repairs to 2 x barriers **£265+vat**, make safe entrance to Rec play area entrance following vehicle collision **£200+vat**
 - R W Collett – replacement padlocks **£496.91**
- Compound Upgrade – capital bid of £9,300 agreed at FLA - spend so far **£6,995+vat**

Happy New Year to all Councillors and staff!

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**
- We have received very sad news that former Cllr Alan Eade died in January
- Josephine Teague has resigned from Council with immediate effect for the New Year. The vacancy is being advertised as required by law and will be an **agenda item in February**
- CAPALC AGM minutes received including **11% increase in affiliation fee**. CAPALC e Bulletins forwarded to all. NALC Spring Conference details 11 February, details of other NALC initiatives noted
- Internal Audit commenced 14 November. Further visit due 16 January
- Another successful booking at Crossing Keepers Hut for Santas Grotto 8 December, with thanks to the enviro.vols for organising
- Cllr Butcher is presenting on the Council's LHI bid at Whittlesford 14 January
- Chair and Vice Chair are due to present to Village Society AGM 29 January
- Parish Council has supported application by St Andrews Church Histon to funding for PV Solar panels
- Visit from Loss Adjustor January following theft from recreation ground compound
- Members have been encouraged to respond to County Council Business Planning consultation, **ending end January**
- **Cllr Farrell has taken over as Convener of Primary School Task & Finish Group**

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**

- Members of Primary Schooling Task & Finish group, and clerks, met with County Council Buxhall site team 15 November
- Cllrs Payne, Farrell, Butcher, Davies, Clerk and Deputy Clerk attended Cambs Local Council Conference 23 November 2018 Huntingdon. Feedback on individual sessions attended provided for files. Statistics for Histon & Impington parishes obtained and available on line at <https://cambridgeshireinsight.org.uk/quick-profile/?geographyId=294cb4c3d00b4a0fa0eddeb09ea7760a&featureId=E05002807>
- Kings Meadow Litter pick held 24 November. Thanks to Cllr Farrell for attending
- Cllr Farrell attended CCVS Video Making Made Easy session 27 November
- Cllr Farrell attended SCDC Cabinet and Parish Liaison 27 November. Minutes received
- Cllrs Farrell, Payne, and clerks met SCDC re sheltered housing communal room hires 3 December. Details of bookings systems etc awaited from Kate Swan
- Cllrs Farrell and Jenkins, plus clerks, met with Cambs County Council Assets Manager (Rural) 7 December re Buxhall Farm
- Cllrs Payne and Stonham continue to attend HI Hub meetings, 11 December attended, with further meeting due 22 January.
- Clerk attended meeting with CPP members following invitation from MET (IVC) 7 January
- Clerk meeting with Buchans to review contract 17 January
- SLCC Practitioners Conference to be held 14 & 15 February at Kenilworth – no plans to attend
- **Vision & Mission workshop session 7.30pm at St Audrey's Community Centre Thursday 31st January. External Facilitator looks forward to meeting all members and staff for an interesting session**
- Session on Dementia Friendly community training to be arranged as soon as possible
- CCVS Newsletters forwarded to all. Cllr Moore attending Writing Good Funding Applications session 5 March
- Clerks and Chair/Vice Chair meet Tuesday p.m. on regular basis

Staff matters:

- Office hours. The office is open Monday – Thursday 9.30am – 12.30pm and Tuesdays 2pm – 4pm. Other times are by appointment. The office is not always manned on a Friday
- **SLCC Regional Conference 30 January 2019. Office staff to attend**
- **Deputy Clerk is to visit local Town Council office for 2 dates in February to review good practices and processes arising from their Gold Standard award status**
- **Employment Chair has met with all staff to update on plans for Acting Clerk role Feb – end of April**

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 January 2019
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	86.37	17.27	103.64	Administration
Barclaycard	PPE equipment, Christmas light bulbs, litter bags	294.87	58.38	353.25	Administration, Environment
Onecom Ltd	Telephone and broadband	69.04	13.81	82.85	Administration
London Fuel Ltd	Unleaded fuel	18.38	3.67	22.05	Recreation
Unity Trust Bank	Quarterly manual credit handling charge	12.50	-	12.50	Finance & Legal
Unity Trust Bank	Quarterly service charge	45.90	-	45.90	Finance & Legal
Sharp - Copy IT	Copier reading	80.56	16.11	96.67	Administration
Onecom Ltd	Telephone and broadband	69.14	13.83	82.97	Administration
British Telecom	Account now cancelled - payment returned by Unity Bank	76.80	15.36	92.16	Administration
Barclaycard	Accident book, 'L' plates	12.24	0.93	13.17	Administration
London Fuel Ltd	Unleaded fuel	11.02	2.20	13.22	Recreation
British Gas	Gas account	499.26	24.96	524.22	Recreation
		1,276.08	166.52	1,442.60	

Retrospective Accounts Paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
C F Foster	Mileage related to Highways issues, refreshments BTU	21.70	-	21.70	Administration, Environment
Travis Perkins	Paint, cable ties, tower bolts	24.69	4.94	29.63	Recreation
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
Travis Perkins	PPE & cable ties	57.14	3.20	60.34	Administration, Recreation
ESPO	Litter hoops (Kings Meadow), stationery	62.73	12.54	75.27	Environment, Administration
CamAlarms Ltd	Fire alarm 50% service	68.00	13.60	81.60	Recreation
Print-Out	A1 exhibition posters	72.00	14.40	86.40	N/Plan
Crossover Group	Additional CCTV camera	195.00	39.00	234.00	Recreation
Rectory Farms Shop	Christmas tree for Village Green	249.17	49.83	299.00	Environment
Site & Maintenance	Emergency repairs	265.00	53.00	318.00	Recreation
Munro Building Services	Supply, install expansion vessels to heating system	351.63	70.33	421.96	Recreation

Iliffe Print	Newsletter	424.92	-	424.92	Administration
Buchans Landscapes	Leaf clearance, basal growth	431.39	86.27	517.66	Environment
L M Dewar Cleaning Services	Pavilion - November and December	684.26	-	684.26	Recreation
Mower People	Replacement leaf blowers	763.75	152.75	916.50	Environment & Recreation
Kompan Ltd	Replacement swing seats - The Green	781.00	156.20	937.20	Recreation
Ben Burgess Ltd	24" Shaver mower - full service and new blade	799.63	159.91	959.54	Recreation
Munro Building Services	Annual planned maintenance contract	820.00	164.00	984.00	Recreation
Blachere Illumination Ltd	Additional Christmas light garland and bulbs	982.00	196.40	1,178.40	Environment
Connections Bus Project	Youth work contract - January to March 2019	7,408.00	-	7,408.00	Youth
M9 Administration	Wages, NI, and pension	14,588.63	-	14,588.63	Administration
	Travel expenses (training)	15.84	-	15.84	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Total		29,147.61	1,181.49	30,329.10	

The above BACS payments were verified by Cllrs Butcher & Farrell, authorised by Cllrs Butcher & Payne

Retrospective Accounts Paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Mobile Retail Ltd	Balance payment for Piaggio vehicle	3,588.73	717.75	4,306.48	Environment
SLCC	Annual subs - Clerk and Deputy Clerk	393.00	-	393.00	Administration
BT Payphones	Adoption of kiosk - Station Road	1.00	-	1.00	Administration
Cambridgeshire Search & Rescue	Donation 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	100.00	-	100.00	Community Support
Magpas Air Ambulance	Donation 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	100.00	-	100.00	Community Support
Total		4,182.73	717.75	4,900.48	

Accounts for Approval					
Expenses paid by BACS		Net	Vat	Gross	Cost Centre
Cllr J D Jenkins	N/Plan expenses - Survey Monkey	105.00	-	105.00	General Reserves
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
Open Spaces Society	Annual subscription	45.00	-	45.00	Administration
StAC	Room hire for 26.1.19 - Sustainability Group	87.42	-	87.42	Environment
P A Collacott & Co	Repairs to floodlights	85.50	17.10	102.60	Recreation

Print-Out	Exhibition displays, leaflets	113.90	3.18	117.08	Community PP
Munro Building Services Ltd	Boiler - replace safety valve following expansion vessel replacement	332.58	66.52	399.10	Recreation
S Whyatt	Install and remove Christmas lights	400.00	-	400.00	Environment
R W Collett (Locksmith)	Replacement padlocks	496.91	-	496.91	General Reserves
Site & Maintenance	Compound upgrade, emergency work following vehicle collision at play area entrance	555.00	111.00	666.00	Recreation, Gen Reserves
Ben Burgess Ltd	New battery, service 36" Regal mower	954.78	190.98	1,145.76	Recreation
Buchans Landscapes	Hedge works, leaf clearance	1,374.88	274.97	1,649.85	Environment
Lion Containers Ltd	2 x containers for Council compound	3,330.00	666.00	3,996.00	General Reserves
M10 Administration	Wages, NI, and pension	14,584.26	-	14,584.26	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Expenses By Cheque					
B Whitehead	Registration of CIC (Communications Hub)	35.00	-	35.00	Administration
Total		22,555.76	1,329.75	23,885.51	

To Note:					
Accounts Paid In 13.11.18 to 14.1.19					
Net Income					Cost Centre
Allotment rents		84.00			Environment
Burial Grd Fees		160.00			Environment
Ground Takings		204.17			Recreation
Sports Courts Fees		735.42			Recreation
Pavilion Rent		971.87			Recreation
Asset Income		113.93			Recreation
Total		2,269.39			

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 Butcher has verified the invoices to be paid by BACS.

18/106.5 Half Yearly Review of donations (Sec 137)

Other donations may be considered by the Council which have a specific power and cannot therefore be considered under S137 payments

Budget set for 2018-19:

Community Support Budget:

£7,000 - **£1,500 remains, currently allocated to Village Warden. There is a question as to whether this will be required**

Donations:

£6,500 – **£2,497 remains** having paid

Library Scheme	£200
HICOM Metal Wellbeing	£3,500
British Legion	£100
Cambridgeshire Search & Rescue	£100
MAGPAS Air Ambulance	£100
Diabetes Support Group	£103

(Total amount Council **could spend** under S137 payments - £53,282 (electorate 6,779 x £7.86 per electorate)

Donations and Grants Policy includes:

Histon & Impington Parish Council offer a number of donations and grants to support voluntary and community organisations during a year.

The Council follows guidance issued by the National Association of Local Councils on spending under section 137 of the Local Government Act 1972.

'A local authority shall not incur any expenditure unless the benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred'.

Thus the council cannot use the power to benefit a single individual and must not spend a disproportionately large amount on a very limited object or purpose.

The aim of the Parish Council is that donations and grant are allocated primarily for the benefit of the Histon and Impington electorate.

AND

The Council will judge eligibility based on the following. The group submitting the application must:

- not be for profit organisation

- **be undertaking work which directly benefits residents of Histon and Impington**
- be properly managed – applicants are expected to have and comply with, a constitution, rules or other governing instruments, and:
 - have an elected committee or a representative steering group
 - have a bank account in the name of the organization with cheques etc authorised by 2 signatories
 - meet other relevant legal responsibilities (eg regarding health and safety, employment etc), equality of opportunity; protection of young children and young adults
- **have an income from all sources in the previous financial year which is less than £50,000 (in exceptional cases this criteria may be relaxed)**
- **be in need of financial help** (as a rule of thumb if reserves are a significant proportion of one years trading/expenditure this is less likely to be supported. In these circumstances those who wish to apply must provide an explanation of why additional funding is requested)

Applications received from:

Outside bodies: Over Day Centre; Cambridgeshire Police Shrievally Trust; The Cogwheel Trust

Village Bodies: None

Recommendation of the Clerk and RFO

- **Over Day Centre** – state that only 1 client attends from Histon & Impington. Cambs County Council decreased grant highlighted. **It is felt** that with only 1 resident attending **our policy would not allow for this request**
- **Cambridgeshire Police Shrievally Trust** – details of Cambs Bobby Scheme attached. Request for funding and/or visit to discuss how Trust can work with Parish Council to help our residents. **The Council does have a power under LGA and Rating Act 1997 s31 on Crime Prevention**, so Sec 137 would not be applicable, **The Budget remaining for 2018-19 is £100**
- **The Cogwheel Trust** – Mental Health Counselling for Cambridgeshire. Request for £500. In 2017 the Trust was contacted by 43 Histon & Impington residents, 30 of which attended for counselling. Shortfall incurred for work with H&I stated at £4,233 in 2017. Paperwork states annual income of £190,314 and current balances of £43,804. **H&I PC have contributed £3,500 towards a Mental Health Worker through HICOM 2018-19 and are budgeting £5,000 for same for 2019-20.**

18/108.3 Emergency Plan

SCDC has requested that all Parish Councils provide a copy of their Emergency Plan by the end of January 2019. They advise that the document should be held securely with ourselves, and South Cambs District Council will hold a copy securely so that they can refer to it should an emergency arise. The document should not be published due to it holding personal contact details and therefore would not be GDPR compliant.

Cllr Moore and the Clerk have met and worked on a plan to be submitted as a “holding plan” with the understanding it will be updated and refined over the coming 12 months. Copies of this draft will be available at Full Council meeting January 2019 for inspection. A completed template for a “Phone tree” will also be required within that time, along with the setting up of a Histon & Impington Emergency Committee. Members suggested as:

- 2 from Parish Council
- 1 from Churches
- 1 from SCDC Housing
- 1 from IVC
- 1 from The Firs
- 1 Farmer
- 1 PCSO
- 1 Hall Manager – e.g. StAC?

Recommend Plan is submitted in current draft state, with a review in 6 months. In the meantime a Committee is set up and phone tree completed and submitted by May 2019