

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council AGM	13th May 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**

19/029.3 – Clerk's report:

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

- Richardson's – emergency tree works in The Copse **£300 + vat**
- Acacia Tree Surgery – emergency tree works in The Coppice **£200 + vat**
- St Andrews PCC – room hire, extra-ordinary meeting 16.5.19 **£31.25**
- Site & Maintenance Services – pro-forma invoice for materials to carry out fence repairs at recreation ground play area entrance (insurance settlement agreed) **£2,500 + vat**

Administration/ General:

- Yvonne Murray was **co-opted onto Council** at EOM held 25 April
- Various members have taken part in the excellent WellBeing Week events during May. Organisers have issued thanks to those taking part in the Activities Fair, including our volunteer litter pickers
- Falls Prevention posters and “Stay Stronger for Longer” exercise booklets provided by Cambs County Council
- Copies of Friends of the Rec Spring/Summer 2019 newsletter available from Parish Office
- Cllrs Payne and Jocelyn have been looking at **current Council email groups** and future proposals for use
- Members will join with clerk in attending memorial service 16 May for the late Trevor Silk, Impington Parish Councillor for 27 years
- **Deadline** for newsletter articles **Monday 10 June** – for delivery to volunteers 19 June
- CAPALC: event 28 June at Hemingford Abbots “Share the Vision; Shape the Future”. £50 per attendee. Would be an ideal opportunity for **newer Councillors; CAPALC Bulletin April 2019** and NALC Chief Executive's Bulletin provided for all
- Interviews for new office posts to be held w/c 3 June
- Councillors have been asked to contact Paul Seekings if they are interested in helping at planned IT drop in sessions throughout May to July

Meetings / Training:

- Clerk attended meeting with Cllr Davies, Deputy Clerk and Flagship Housing 12 March; Deputy Clerk, Cllrs Payne and Davies attended meeting at Pegasus offices re legal planning advice; Councillors and clerk attended meeting at Carter Jonas offices 16 April; RFO, Deputy Clerk and Cllr Davies have met with IVC/MET during May

- Mobile Warden scheme meeting held 14 March
- SCDC Planning Forum held 14 March
- Older People's Forum held 21 March
- Cllr Jocelyn attended A14 Group meeting 3 April
- Cllrs attended Parish Council Surgery evening in conjunction with Police Crime Prevention event 4 April. Police Neighbourhood Watch event due 23 May
- Primary School Task & Finish Group met 17 April
- Clerk, Cllrs Ing and Davies attended launch of Worry Tree Café 1 May
- Clerk and RFO met with Alison Turnbull Associates 7 May regarding **contract for second phase of Public Art scheme**
- Cllrs Ing and Payne to attend Employers Forum Pension Fund session 17 May
- Newsletter Editorial meeting due 21 May. Copy deadline strictly 10 June
- Kings Meadows Working Party are looking for a meeting date in June/July
- Various Conference dates received. Administrative support will be needed before the clerk can consider attending any 2019 events
- Histon & Impington Communications CIC (HI Hub) continue to copy Council into agendas and meeting outcomes. Note that the Crowdfunder has reached funding target

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
- **Office will be closed Thursday 30 May**, reopening Monday 3 June
- Angela will be retiring from post end of June. Emails sent to clerk@hisimp.net will then be collected by the new Clerk Chelsea O'Brien with no need for a change of email address. **Arrangements for other future (to be employed) staff emails will be shared as soon as known**
- Training: Clerks attending SLCC AGM 14 June
- Grounds Operative currently on longer term sickness absence

Annual Leave:

C: Thurs 30 May – Fri 31 May (last 2 days from year 2018-19)

DC: w/c 28 May

Please let Clerk know your holiday dates as this greatly aids arrangements in the Council diary

[19/030.5 – Risk Assessment Review:](#)

F19/006.1 FLA Committee 29 April 2019 – noted review carried out April 2019

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council AGM	14 May 2019
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

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

- o Accounts paid by delegated approval – to note only:

Expenses paid by DDR					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Paid before 31.3.19					
Barclaycard	Install gas meter (CKH), PPE equipment	200.16	40.04	240.20	Spec Reserves, Administration
Sharp - Copy IT	Copier reading	55.88	11.18	67.06	Administration
Onecom	Telephone and broadband - March	73.87	14.77	88.64	Administration
Unity Trust Bank	Quarterly manual credit handling charge	8.40	-	8.40	Finance & Legal
Unity Trust Bank	Quarterly service charge	39.75	-	39.75	Finance & Legal
Paid after 1.4.19					
Barclaycard	Safety sings, hand tools, stamps	278.72	34.96	313.68	Administration, Recreation
Barclaycard	Cupboard for bowls room, Hi-viz jackets, signs			165.49	Recreation, Administration
London Fuel Ltd	Unleaded fuel	17.80	3.56	21.36	Recreation, Environment
British Gas	Gas account	673.95	134.79	808.74	Recreation
Sharp - Copy IT	Copier reading	63.51	12.70	76.21	Administration
Onecom	Telephone and broadband - April	75.71	15.14	90.85	Administration
London Fuel Ltd	Unleaded fuel	33.04	6.62	39.66	Recreation, Environment
British Gas	Electricity account	1,872.93	374.58	2,247.51	Recreation
Cambridge Water	Business rates - Homefield Park	15.54	-	15.54	Environment
Cambridge Water	Business rates - Burial Ground	15.77	-	15.77	Environment
PWLB	Office loan - pmt 27 of 50	1,349.28	-	1,349.28	Finance & Legal
PWLB	12 New Road loan - pmt 18 of 20	1,185.36	-	1,185.36	Finance & Legal
Total		5,959.67	648.34	6,773.50	

Retrospective Accounts Paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Paid before 31.3.19					
N S Davies	Travel and meeting expenses	28.80	-	28.80	Administration
K Franklin	Expenses - paint for bowls green boarding	73.98	14.80	88.78	Recreation
Ridgeons Ltd	Top soil	40.14	8.03	48.17	Recreation
H L Hutchinson Ltd	Fertilisers	54.60	10.92	65.52	Recreation

Acacia Tree Surgery Ltd	Emergency works - The Coppice	200.00	40.00	240.00	Environment
Broxap Ltd	Replacement tennis nets	208.00	41.60	249.60	Recreation
Fleet (Line Markers) Ltd	Pitchmarker 16 x 15ltr	433.28	86.66	519.94	Recreation
CCC	Impington street light energy charge (Oct 17 to Sept 18)	630.27	-	630.27	Highways
CCC	Histon street light energy charge (Oct 17 to Sept 18)	1,521.03	-	1,521.03	Highways
Paid after 1.4.19					
Came & Company	Insurance - x 2 Piaggio vehicles	1,834.96	-	1,834.96	Fin & Legal
SCDC	Non-Domestic Rates - Pavilion	3,437.00	-	3,437.00	Administration
SCDC	Non-Domestic Rates - Parish Office	3,093.30	-	3,093.30	Administration
SCDC	Non-Domestic Rates - Car Park	3,780.70	-	3,780.70	Administration
SCSC	Non-Domestic Rates - Burial Ground	883.80	-	883.80	Environment
St Andrews, Impington PCC	Room hire - extra-ordinary meeting 16.5.19	31.25	-	31.25	Administration
Cambs County Council	Contribution to LHI High St scheme (2015-16)	13,000.00	-	13,000.00	Highways
Total		29,251.11	202.01	29,453.12	

Retrospective Accounts for Approval					
Expenses paid by BACS before 31.3.19		Net	Vat	Gross	Cost Centre
ESPO	Stationery	24.55	4.91	29.46	Administration
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
H&I Feast	Fee for 2 x stalls at Feast Festival	40.00	-	40.00	Administration
CSA	Wash room supplies	84.43	16.89	101.32	Recreation
Ben Burgess Ltd	Tines for verti-drainer	102.08	20.42	122.50	Recreation
Richardson Tree Surgery Ltd	Emergency works - The Copse	300.00	60.00	360.00	Environment
CCC - Summer Reading Challenge	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	400.00	-	400.00	Community Support
Iliffe Print	Newsletter print	481.40	-	481.40	Administration
Making Marks Ltd	Theories of Home - 2nd payment as per contract	2,500.00	-	2,500.00	Public Art
Pro-Serv (Camb) Ltd	Installation of electricity to Crossing Keepers Hut	7,008.78	1,401.76	8,410.54	Spec Reserves
Buchans Landscapes	Grasscutting - March	1,850.51	370.10	2,220.61	Environment
Paid After 1.4.19					
Crossover Group	Additional security fob	20.00	4.00	24.00	Recreation
P A Collacott & Co	Investigate tripping on lighting circuit	56.25	11.25	67.50	Recreation
ESPO	Replacement kettles, stationery	57.96	11.59	69.55	Administration, Recreation
M&M Heating Ltd	Repair 'pin hole' leak in pipework (pavilion)	95.00	19.00	114.00	Recreation
Connections Bus Project	Youth Work contract - April to July 2019	7,517.00	-	7,517.00	Youth

Cambs County Council	Contribution to LHI Scheme at Baptist Church Junction (2016-17) As agreed FLA 10.7.17	15,500.00	-	15,500.00	Highways
M1 Administration	Wages, NI, and pension	15,331.60	-	15,331.60	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Mr J Uttridge	Expenses - hooks for changing rooms	41.89	-	41.89	Recreation
Rigby Taylor Ltd	Grass seed and fertilisers	754.50	88.50	843.00	Recreation
Pro-Serv Ltd	Repair to Village Sign light	567.45	113.49	680.94	Environment
Buchans Landscapes	B/Grd, Coppice, Manor Field tree and hedge works, banks on The Green	1,117.00	223.40	1,340.40	Environment
Total		53,905.93	2,340.40	56,251.24	

Expenses paid by BACS: before 31.3.19 verified and authorised by Cllrs Jenkins and Davies, after 1.4.19 Cllrs Jenkins and Payne

	Accounts for Approval				
Expenses paid by BACS	Description	Net	Vat	Gross	Cost Centre
British Gas	Electricity standing charge- Crossing Keepers Hut	13.42	0.67	14.09	Environment
NALC	LCR - annual subscription	17.00	-	17.00	Administration
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
PCC of St Andrews	Sustainability Group - room hire MWB week	33.67	-	33.67	Environment
CCVS	Annual subscription	60.00	-	60.00	Administration
Ridgeons Ltd	Timber, marking spray paint	82.06	16.41	98.47	Recreation
Making Marks Ltd	Theories of Home - additional workshop	100.00	-	100.00	s.106 Public Art
ESPO	Litter picking equipment	91.85	18.37	110.22	Environment
Percheron Agricultural Services	Removal of tree lengths from Rec play area	90.00	18.00	108.00	Recreation
Tom Puckett	Sustainability Group - MWB week - Circus skills and slackline workshop	200.00	-	200.00	Environment
H Perry	Sustainability Group -MWB week expenses - design and illustration, laminating pouches	217.36	-	217.36	Environment
Play Inspection Co Ltd	Annual play area inspections x 3	195.00	39.00	234.00	Recreation
Algar Signcraft Ltd	'Do Not Litter' signs	196.50	39.30	235.80	Environment
D A Pest Control	Pest control - Village Green and Recreation Grd	240.00	-	240.00	Environment, Recreation
S Goddard	Sustainability Group - Community Allotment expenses claim	224.03	40.82	264.85	Environment
Ben Burgess Ltd	Replacement drive belts for Allett mower	243.92	48.78	292.70	Recreation
L M Dewar Cleaning Services	Pavilion - April	319.64	-	319.64	Recreation
Site & Maintenance Services	Replacement concrete bollard	400.00	80.00	480.00	Recreation
CAPALC	Annual subscription	962.90	-	962.90	Administration
CAPALC	GDPR membership scheme	75.00	-	75.00	Administration
Buchans Landscapes	Grasscutting - April	2,803.39	560.69	3,364.08	Recreation

Site & Maintenance Services	Materials for play area fence repairs (insurance settlement agreed)	2,500.00	500.00	3,000.00	Recreation
H&I Community Ltd	50% of agreed annual funding for Mental Wellbeing Worker (£2.5k), Older Persons Co-Ordinator (£2,250), Dementia Worker (£1,250) 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	6,000.00	-	6,000.00	Community Support
M2 Administration	Wages, NI, and pension	15,331.60	-	15,331.60	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Expenses by cheque					
Petty Cash	Meeting refreshments, travel expenses	44.02	-	44.02	Administration
Total		30,522.49	1,367.16	31,889.65	

To Note:					
Accounts Paid In 14.3.19 to 31.3.19					
Net Income					Cost Centre
Burial Grd Fees		320.00			Environment
Ground Takings		250.00			Recreation
Sports Courts Fees		4,341.41			Recreation
Pavilion Rent		1,016.26			Recreation
Asset Income		113.93			Recreation
Accounts Paid In 1.4.19 to 14.5.19					
Precept	SCDC - 1st payment	179,990.63			Administration
Interest	Scottish Widows	0.10			Finance & Legal
Burial Grd Fees		655.00			Environment
Ground Takings		55.83			Recreation
Sports Courts Fees		721.68			Recreation
Pavilion Rent		2,358.33			Recreation
Asset Income		116.93			Recreation
Refuse Collection	School Hill	200.00			Environment
Grant	Cambs Community Foundation – funding for Baptist Church phase 2 works (total cost of works £19,984.00)	9,984.00			Highways
Total		200,124.10			

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