

**CLERK'S REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	
<b>AUTHOR/S:</b>	<b>Chelsea O'Brien, Clerk</b>	<b>9<sup>th</sup> July 2019</b>

**Purpose**

To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular **ratification or note in bold**

**19/056.2 – Clerk's report:**

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

- Tates Treeworks - emergency tree works in The Coppice **£180.00**
- Site & Maintenance emergency welding to play equipment **£100.00+vat**
- Crossover – additional sensor for machinery shed **£125.00+vat**

**Administration/ General:**

- The Village Green Play Area will be closed from Tuesday 9<sup>th</sup> – Friday 12<sup>th</sup> July to facilitate the installation of the new footpath by Cambridgeshire County Council
- Update regarding works to the Guided Busway, extension of two weeks required, projected re-opening date 30<sup>th</sup> August – circulated to all
- Thanks to Lucy and The Gin House Florist for producing the Parish Council display at the Flower Festival
- Histon & Impington Village Design Guide, drop in event held 1<sup>st</sup> July – six week consultation period 19<sup>th</sup> June - 31<sup>st</sup> July  
For more information and how to comment:  
<https://www.scambs.gov.uk/villagedesign>
- Histon & Impington Neighbourhood Plan – seeking views before it is considered by the examiner and can proceed towards a referendum. Comments can be submitted until 31<sup>st</sup> July 2019  
For more information and how to comment:  
<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/neighbourhood-planning/histon-impington-neighbourhood-plan/>
- Cambridgeshire County Council – Planning Committee featuring Buxhall Farm Primary School – 10am, 18<sup>th</sup> July, Shire Hall, Cambridge
- IT Upgrade underway in the Office, including improvements to the Wi-Fi and stabilising the phone lines
- Office Apprentice & Clerk visited Primrose Lane 9<sup>th</sup> July to view the Queen visiting NIAB, supported by Local PCSO's

“Many thanks again to the Parish Council for their financial support and backing for the Feast Festival. We feel that it was a great success in bringing together residents of all ages from Histon and Impington”

### **Meetings / Training:**

- Clerk and Cllr Farrell met with County Officer and Contractors re – new footpath in the Village Green Play Area
- Chair/Clerk catch up meeting held 25<sup>th</sup> June, 9<sup>th</sup> July
- Cllrs Farrell and Cahn attended 'Shape the Vision' conference 28<sup>th</sup> June
- Head Groundsman visited Impington Village 9<sup>th</sup> July to advise on pitch maintenance

### **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
- Apprentice Business Administrator started 1<sup>st</sup> July, email: [admin@hisimp.net](mailto:admin@hisimp.net)
- Work has commenced painting the containers in the compound
- Planting outside the office being re-located to the Recreation Ground play area, due to be grass seeded September
- New resident of Histon and regular early morning visitor to the Recreation Ground stunned our Head Groundsman with this masterpiece (yes he painted it!), inscribed with:  
'The first person who spoke to me when I moved to Histon'



**For Decision:** To agree Head Groundsman to work Bank Holiday Monday 26<sup>th</sup> August due to rescheduling of cricket matches to facilitate Friends of The Rec event at the Recreation Ground on 5<sup>th</sup> July. Agreement required from Council as per Contract of Employment.

*Any Bank Holidays worked will be paid for in accordance with these Terms & Conditions of Employment, if and only if agreed in advance by the Council*

### **Annual Leave:**

ABA: 22<sup>nd</sup> -23<sup>rd</sup> July/ 27<sup>th</sup> August – 3<sup>rd</sup> September

OM: w/c 22<sup>nd</sup> July + 29<sup>th</sup> July

GO: 13<sup>th</sup> July

AG: w/c 12<sup>th</sup> August

### **Visitors to the Office:**

Cllrs Payne, Farrell, Butcher, Carrington, Davies, Gordon and Ing  
Bowls & Cricket clubs representative

Youth Worker

Residents:

- overhanging vegetation Pages Close and Clay Close Lane
- looking for a venue to hire

Contractors:

- Electricity for new shed (Trishaw)
- IT Upgrade
- CCTV/Security
- Highways/Rec Car Park

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>9 July 2019</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager/RFO</b>	

### Purpose

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

- Accounts paid by delegated approval – to note only:

<b>Expenses paid by DDR</b>					
<b>Beneficiary</b>	Description	Net	Vat	Gross	Cost Centre
Unity Trust Bank	Service charge	45.75	-	45.75	Finance & Legal
Sharp - Copy IT	Copier reading	82.66	16.53	99.19	Administration
Onecom	Telephone and broadband - June	75.71	15.14	90.85	Administration
London Fuel Ltd	Unleaded fuel	31.10	6.22	37.32	Recreation, Environment
Barclaycard	Replacement defibrillator pads, keyboard, phones; bags for grass collection, trolley (High St & Beyond)	209.77	38.76	248.53	Recreation, Administration, Environment
<b>Total</b>		<b>444.99</b>	<b>76.65</b>	<b>521.64</b>	

<b>Accounts for Approval</b>					
<b>Expenses paid by BACS</b>	Description	Net	Vat	Gross	Cost Centre
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
Print-Out	Feast posters, High St & Beyond flyers & posters	32.40	4.40	36.80	Administration, Environment
CSA Cleaning Equipment	Wash room supplies	33.22	6.65	39.87	Recreation
CBS Office Supplies	Stationery	37.52	7.50	45.02	Administration
NSALG (Allotment Society)	Annual subscription	55.00	11.00	66.00	Environment
CAPALC	Share the Vision' training - Cllrs Farrell & Cahn	100.00	-	100.00	Administration
Site & Maintenance Services	Weld play equipment (Rec)	100.00	20.00	120.00	Recreation
Scamblers	Repairs to Allett Regal Mower	103.07	20.61	123.68	Recreation
Ridgeons Ltd (Huws Gray)	Topsoil, concrete mix	133.90	26.78	160.67	Recreation
Ben Burgess	Hedge cutter - repairs, service and new blades	135.96	27.19	163.15	Recreation
ESPO	Office supplies, litter picking equipment	148.85	29.77	178.62	Administration, Environment
Tates Treeworks	The Coppice - emergency works	180.00	-	180.00	Environment
Illiffe Print Ltd	Newsletter	481.40	-	481.40	Administration
Proludic Ltd	Replacement spring and fixings for play equipment (The Green)	442.79	88.56	531.35	Recreation

Peters Elworthy & Moore	Annual vat advice & assistance re partial exemptions	500.00	100.00	600.00	Finance & Legal
Berrycroft Stores Ltd	Seed and fertilisers, hose and fixings	664.58	132.91	797.49	Recreation
Avanit Systems Ltd	Upgrade office computers systems / networks	1,177.33	235.47	1,412.80	Sec 106
Site & Maintenance Services	Repairs to gate at Rec play area entrance - insurance settlement to apply	2,000.00	400.00	2,400.00	Recreation
Buchans Landscapes	Grasscutting - June	2,195.79	439.14	2,634.93	Environment
Came & Co	Annual insurance premium (3 year LTA exp. 31.7.21)	6,535.40	-	6,535.40	Finance & Legal
Cambs County Council	LHI Project - Green improvements (Lay-by)	8,981.70	1,796.34	10,778.04	Highways
M4 Administration	Wages, NI, and pension	13,474.71	-	13,474.71	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
<b>Total</b>		<b>37,569.15</b>	<b>3,346.32</b>	<b>40,915.46</b>	

<b>To Note:</b>					
Accounts Paid In 11.6.19 to 9.7.19					
<b>Net Income</b>					Cost Centre
Bank Interest	Cambridge & Counties Bank	7,993.28			Finance & Legal
Burial Grd Fees		80.00			Environment
Ground Takings		152.50			
Sports Courts Fees		462.51			Recreation
Pavilion Rent		443.34			Recreation
Asset Income		116.93			Recreation
Village Green Income		555.00			Environment
Refuse Collection	School Hill	100.00			Environment
Donations	Friends H&IR - contribution to cost of outside electrical supply	250.00			Recreation
Other	AXA Insurance - settlement for damage to play area entrance	4,450.00			Recreation
<b>Total</b>		<b>14,603.56</b>			

**N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)** Cllrs Ing and Butcher to authorise this month's BACS payments please. N.B. Cllr Ing has verified the invoices to be paid by BACS. Although there will be no full Council meeting in August, a BACS payment run will still be required for regular and known payments (payroll, grasscutting, maintenance etc.)